MYSTU

MYSTU User Manual

Table of Contents

1. Introduction 3

2 Main Page 3

2.1 Course Discussion....4

2.2 Event Discussion....5

2.3 Sharing 5

2.4 Following 6

2.5 Course Feed....7

2.6 Calendar table 7

2.7 Reminder....8

2.8 Search....9

2.9 Project & Event....9

2.9.1 What's happening?....9

2.9.2 Project....10

2.9.3 Event....14

3. Notification 19

4. Calendar 20

5. My Profile 21

5.1 Profile 21

5.2 Transcript....23

5.3 Traity 25

6. My courses- For Teachers 27

6.1 Enter Course Material....27

6.2 Add Basic Activity 30

6.2.1 Add file....29

6.2.2 URL.... 32

6.2.3 Wiki....34

6.2.4 Quiz....39

6.2.5 Forum....44

6.2.6 Assignments....47

6.2.6.a Set up assignments 47
6.2.6.b Feedback 49
6.3 Advance Activities 51
6.3.1 Label 51
6.3.2 Page 53
6.3.3 Folder 55
6.3.4 Chat Room 57
6.3.5 Choice 61
6.3.6 Survey 63
6.4 Other features 66
6.4.1 Week of adjustment 66
6.4.2 Moving or hiding files 66
6.4.3 Announcement 67
6.4.4 Arrange teaching progress 69
6.4.5 Add assistants 71
6.4.6 Question bank 73
6.4.6.a Multiple choice 75
6.4.6.b Short answer 76
6.4.6.c True/False 78
6.4.6.d Matching 80
6.4.7 Grades
6.4.7a Grades page 82
6.4.7b Export & Import 83
6.4.7c Custom Grade report 84

7. My course - For students 87
7.1 Enter Course Material 87
7.2 Download files 88
7.3 Doing assignments 89
7.4 Online test 91
7.5 Read announcements 93

MYSTU

MYSTU User Manual

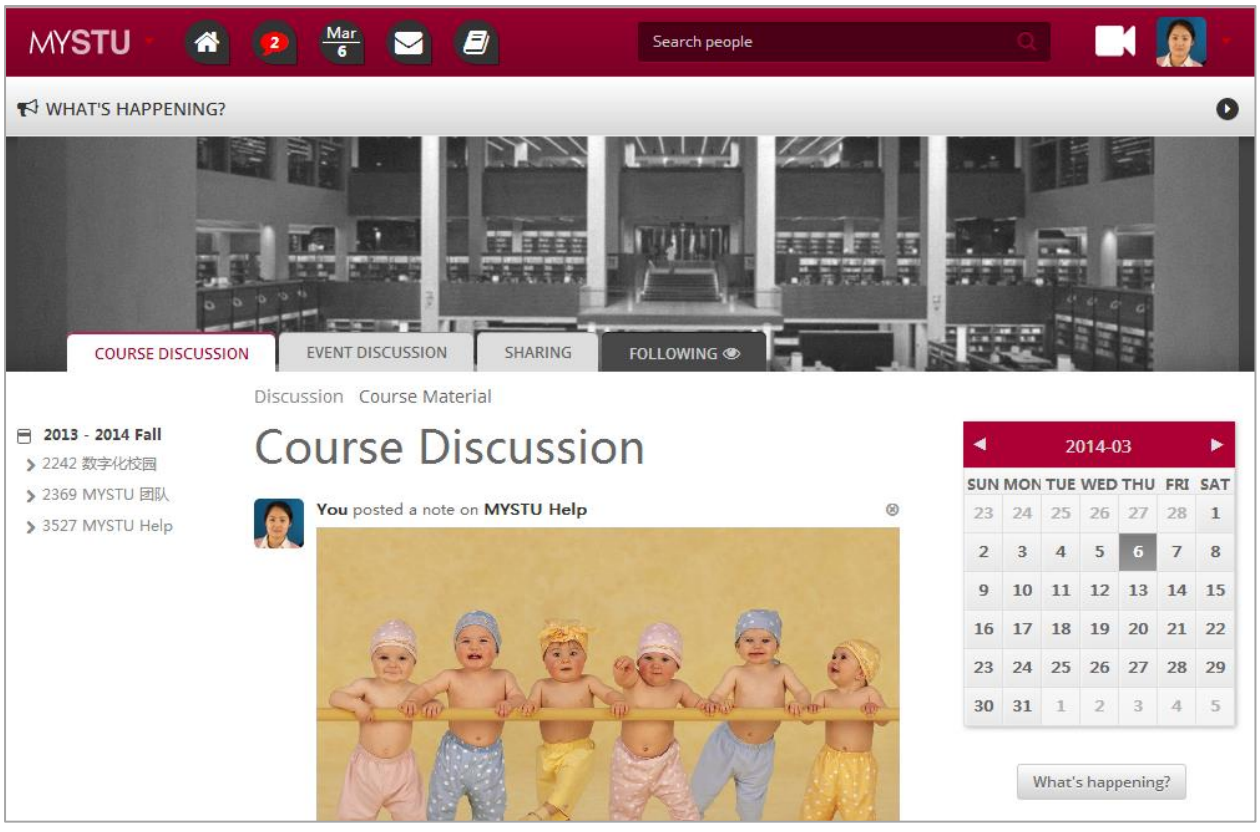
1. Introduction

MYSTU is an all-in-one platform which includes elearning system, schedule management, school notification, school mailbox and other faculty system. With the single login feature, teacher / student / faculty staff can access to different school system through MYSTU to manage their account.

User can also create project and event in MYSTU to invite others to “Follow” or “Join”. Moreover, teacher and student can also post question in the discussion platform for others to comment. Under the Profile page, student can review their course result, export their cv and understand more about himself/herself through participating in Traity.

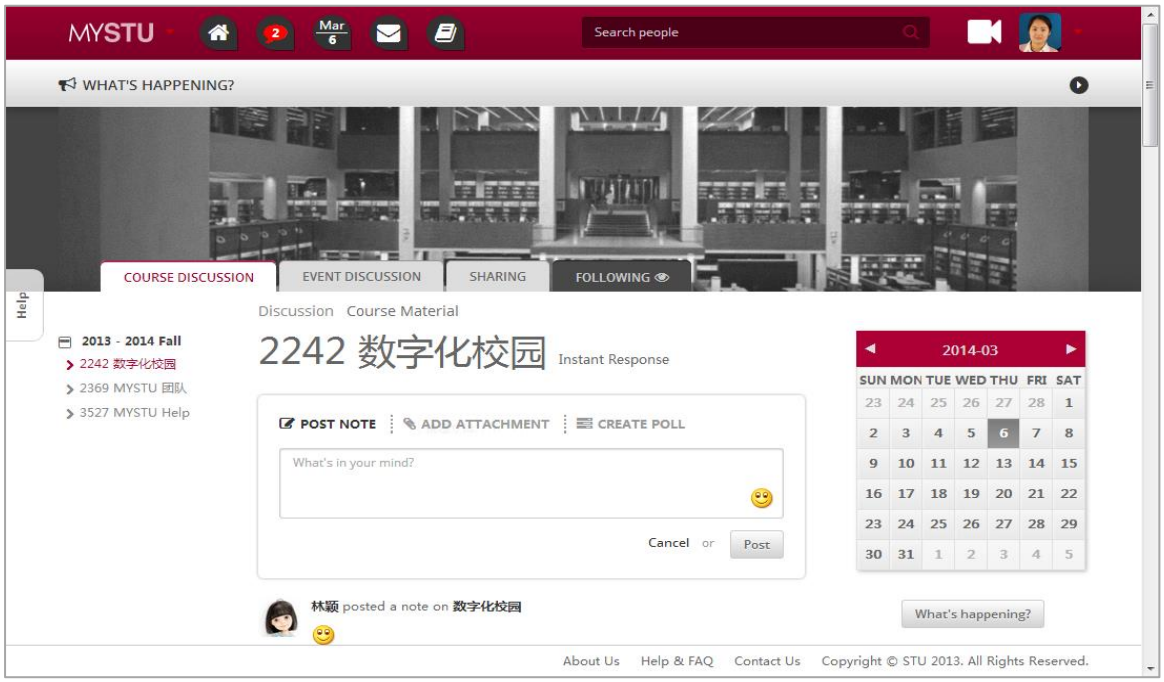
2. Main Page

After logging in to MYSTU, it shows the Discussion page, which consists of Course discussion, Event discussion, Sharing.



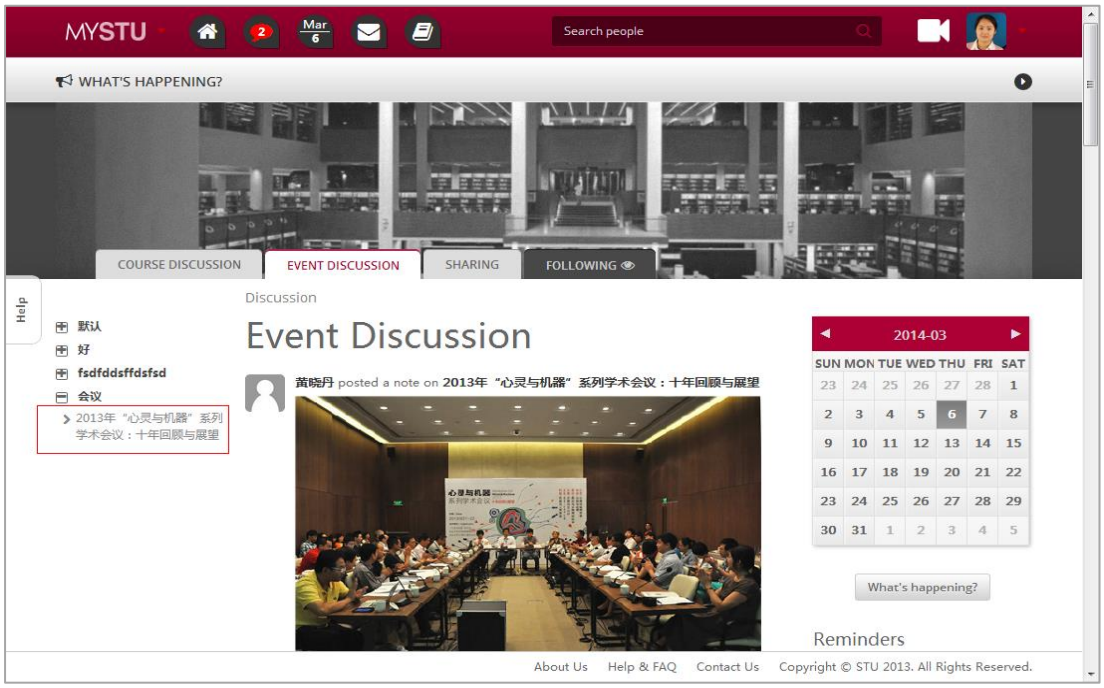
2.1 Course Discussion

In the Course discussion forum, user can view all discussion of the courses that is being taken. And teacher & student are free to post questions and comments in their courses.



2.2 Event Discussion

In the Event Discussion forum, users are free to post and comments in the event that they have joined. Click the event's name, you can go to the event detail page.



2.3 Sharing

In the Sharing forum, user can share feeling, comment, photo, interesting topics etc.. and even can create a vote for everyone to interact. Comments posted in this session can be viewed by everyone

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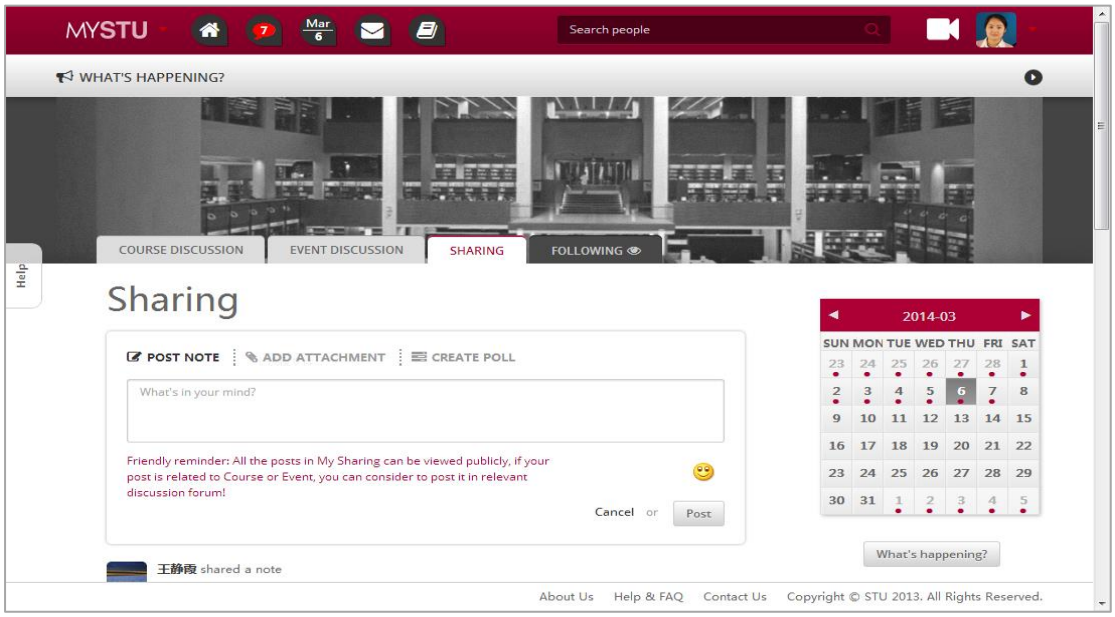
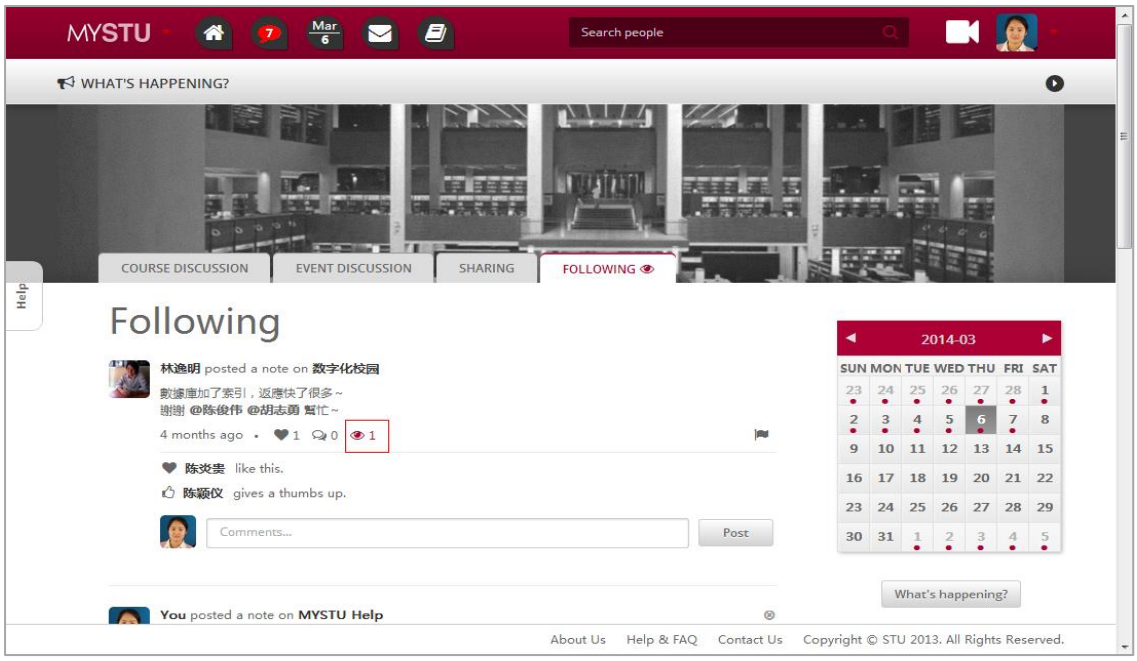

MYSTU
Search people
WHAT'S HAPPENING?
COURSE DISCUSSION
EVENT DISCUSSION
SHARING
FOLLOWING
Help
Sharing
POST NOTE
ADD ATTACHMENT
CREATE POLL
What's in your mind?
Friendly reminder: All the posts in My Sharing can be viewed publicly, if your post is related to Course or Event, you can consider to post it in relevant discussion forum!
Cancel or Post
2014-03
SUN MON TUE WED THU FRI SAT
What's happening?
王静霞 shared a note
About Us Help & FAQ Contact Us Copyright © STU 2013. All Rights Reserved.

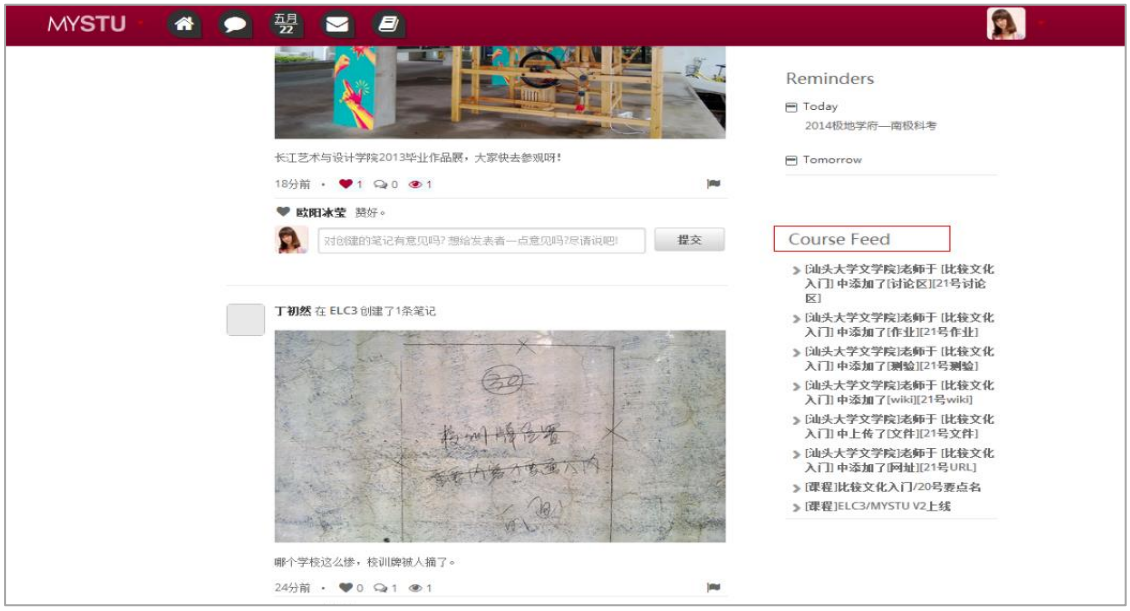
2.4 Following

All discussion that the user clicked “show the red eye icon” will be available in this Following section. If the user no longer interested in a specific discussion, simply click the “show red eye icon” again and it will turn grey and that discussion will be deleted from the Following section.



2.5 Course Feed

All course related news is displayed in the Course Feed session which locates in the lower right on the main page.



2.6 Calendar table

All scheduled appointment will be marked in this calendar table with a red dot, clicking the red dot will display the details of the appointment. If user needs to edit the appointment details, please go to calendar page (session 4)

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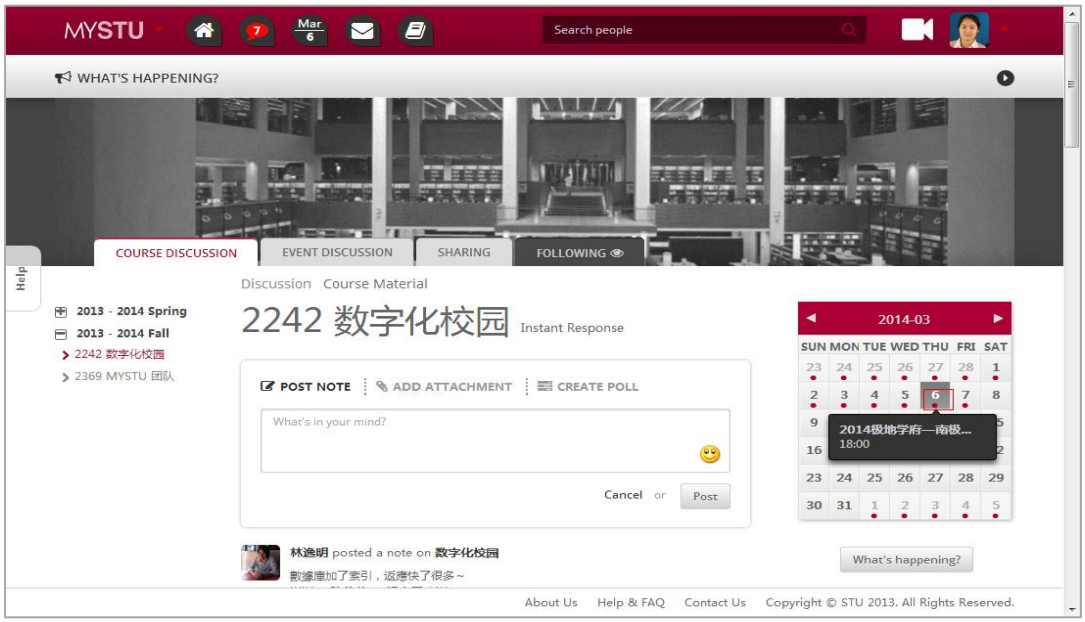
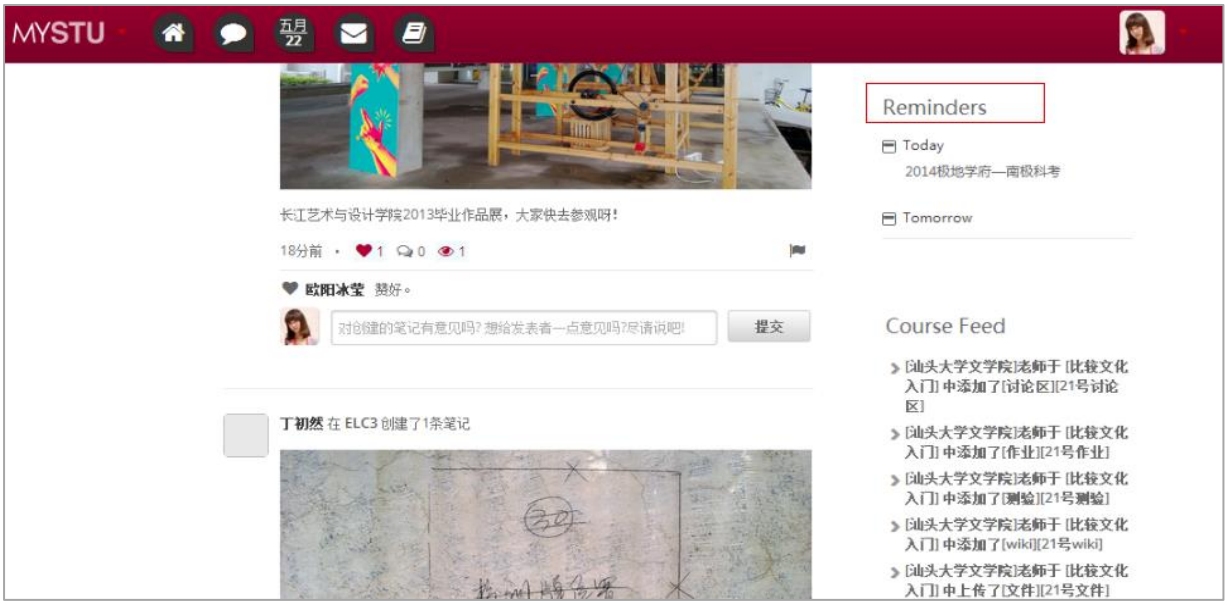


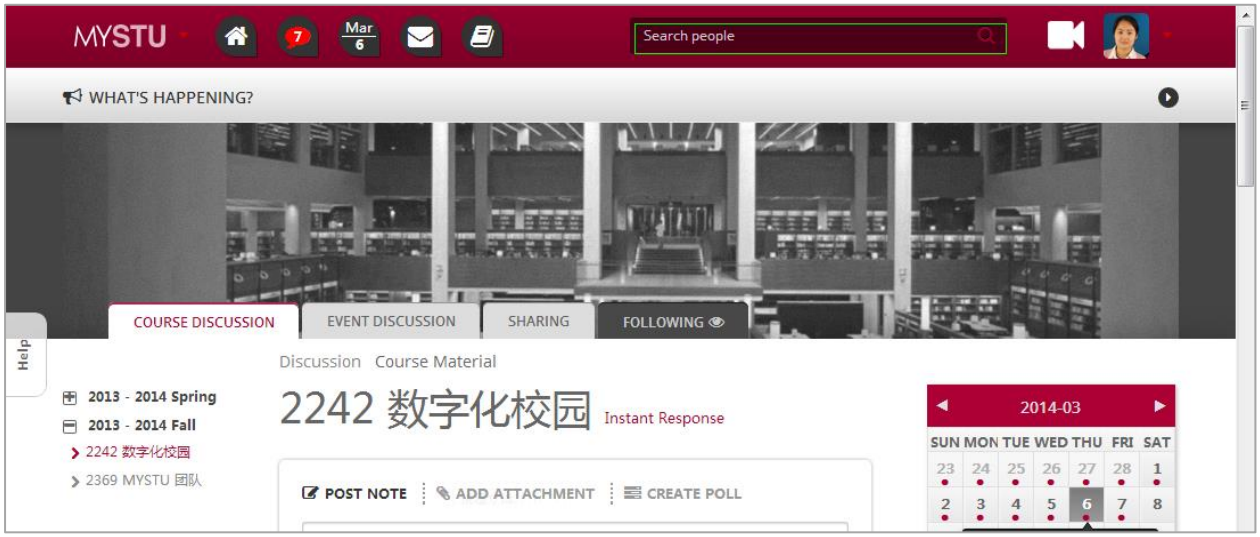
2.7 Reminder

Task for today and next day will be displayed in this Reminder session and this session locates at the lower right on the main page.



2.8 Search

The search bar can be found at the top of the main page. It is for searching the profile of the user that you are interested, simply type in the user name (either Chinese or English and press the search button, then the system will search all related user(s)



2.9 Project & Event

2.9.1 What's happening?

All new projects & events are displayed in What's Happening session on main page. User can click into each project / event for details

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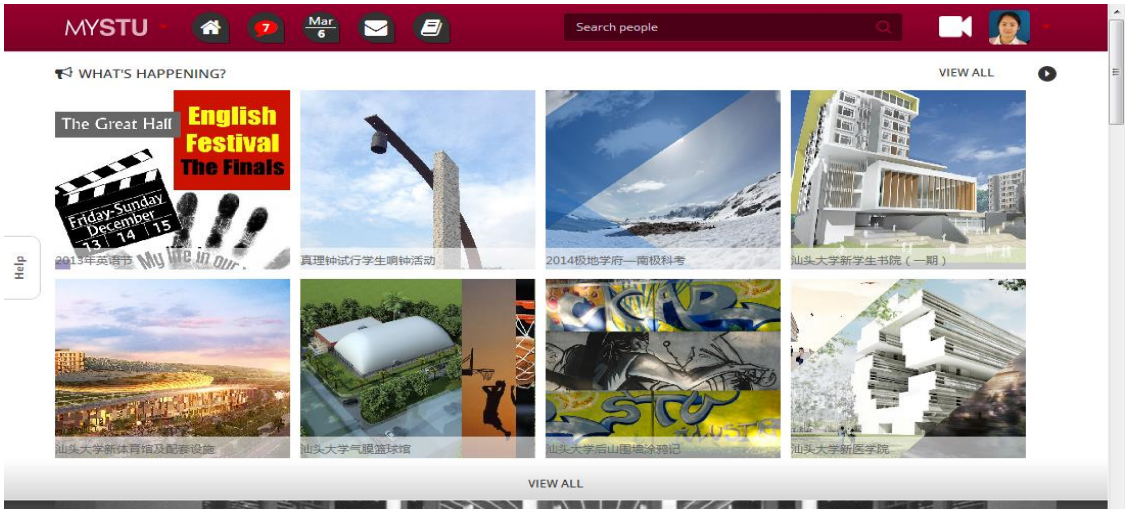
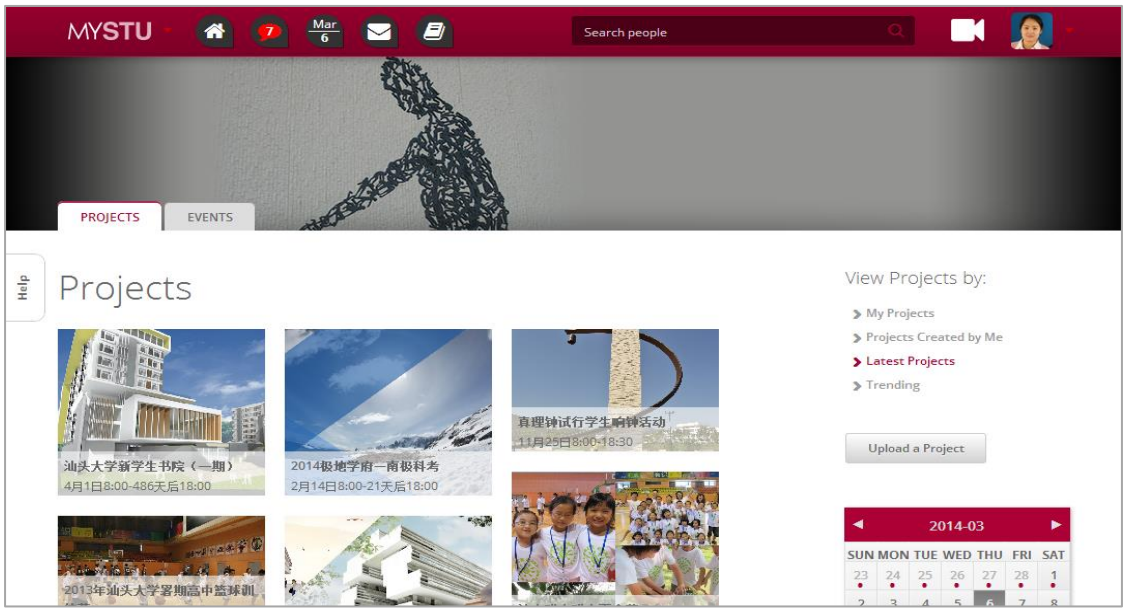


2.9.2 Project

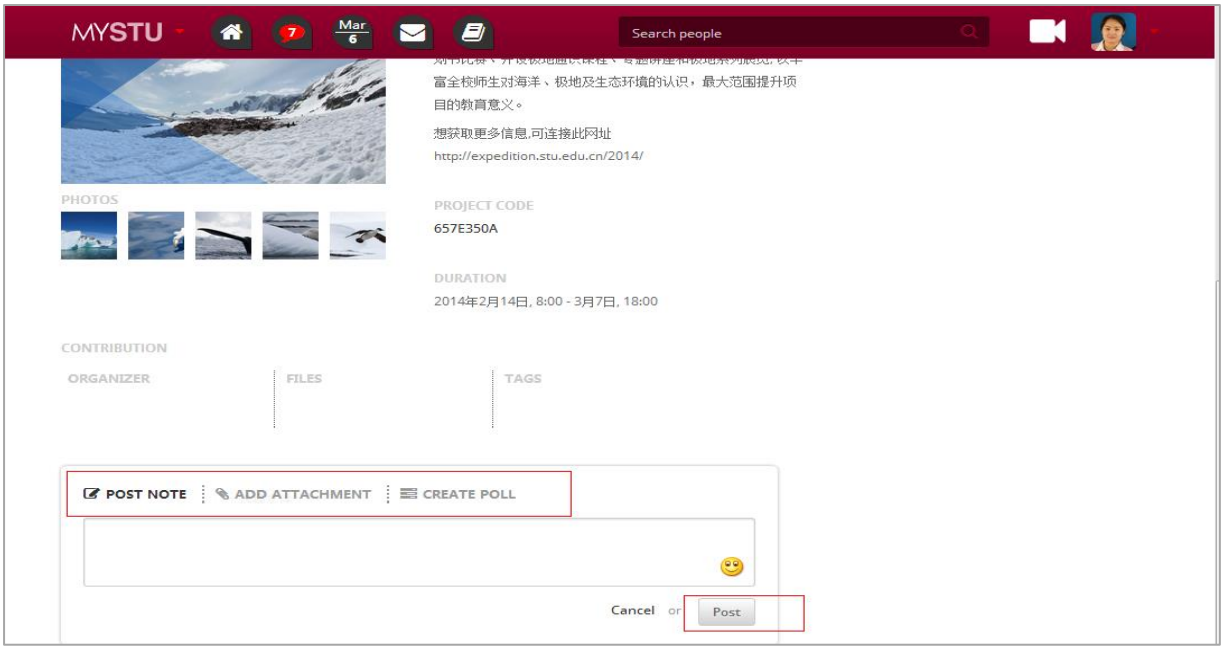
- All upcoming projects will be displayed by clicking the “All Project” tab . User can click into each project for details



- User can click “Follow” if he/she is interested to know the progress of that project. Whenever the user is no longer interested in that project, simply click “Unfollow”

MYSTU User Manual

- In the project detail page, user can check the details of that project, i.e. start date, end date, contributor, project related photos, etc…
- User can also post comment or upload photo / file for that project that they have "followed" :

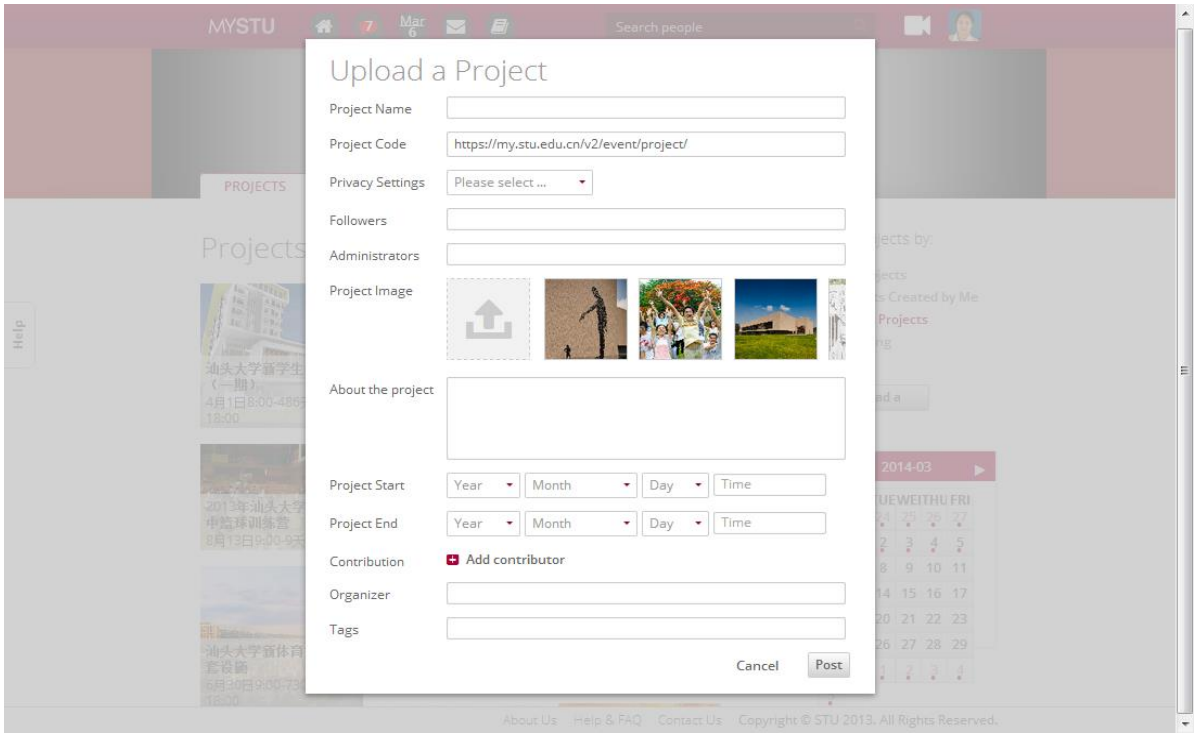


Every user can create a project with the following information required：

- Project name: minimum of 6 English characters

MYSTU User Manual

- Project code: automatically assigned by the system
- Privacy settings: the project can be set for private (only assigned followers can view) , MYSTU users (user with MYSTU login can view) or public (for public view even without MYSTU login)
- Followers: Project owner can assign follower(s) to the project
- Administrators: Adminstrator can edit the project details
- Project image: Project owner can upload a photo or choose a default photo in the system
- About the project: description of the project
- Project Start & Project End: Please enter start date and time & end date and time
- Contribution: describe the contribution of this project
- Organizer: State the name of the organizer, can be a department, an organization or a person
- Tags: Project owner can assign tag(s) to the project for categorization



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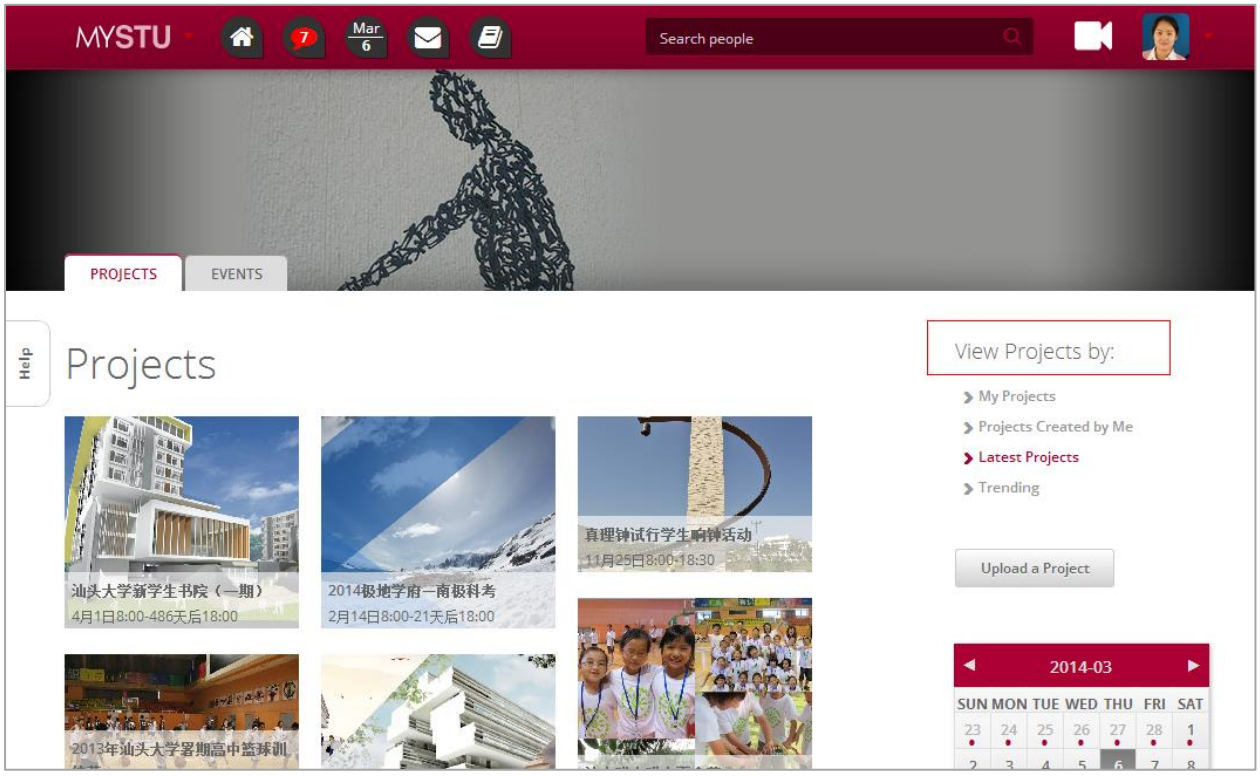
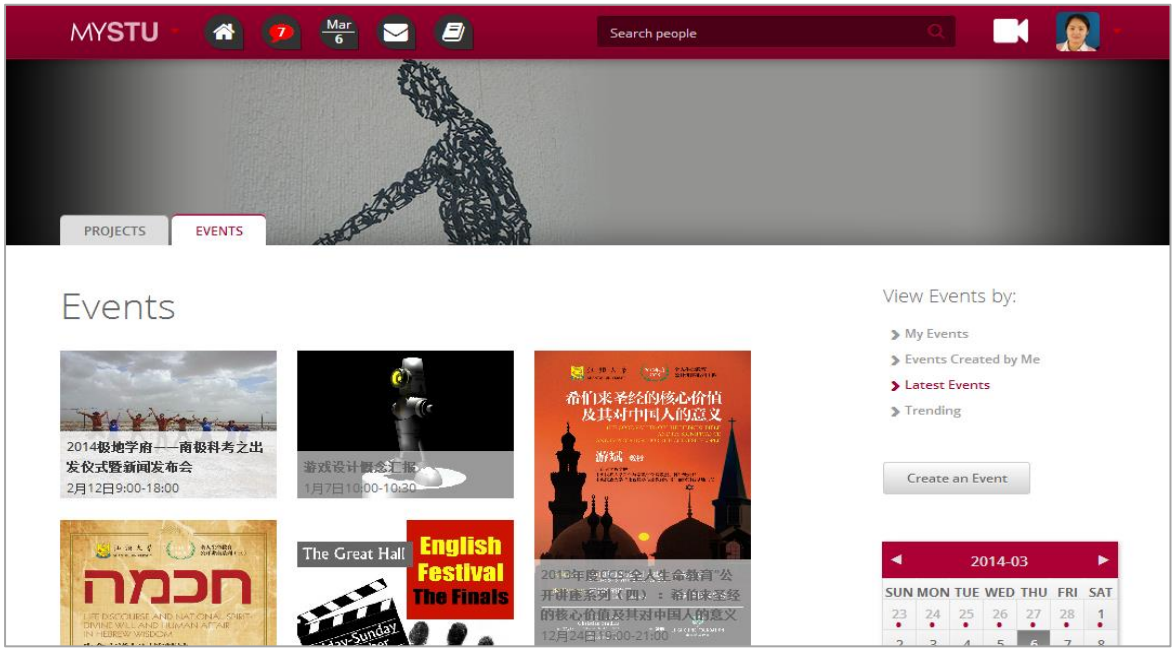
All projects are grouped under the following categories:

- My Projects: This is the project created by and followed by me
- Projects created by me: This is the project created by me
- latest projects: This is the project uploaded recently
- Trending: This is the trending and popular project



2.9.3 Event

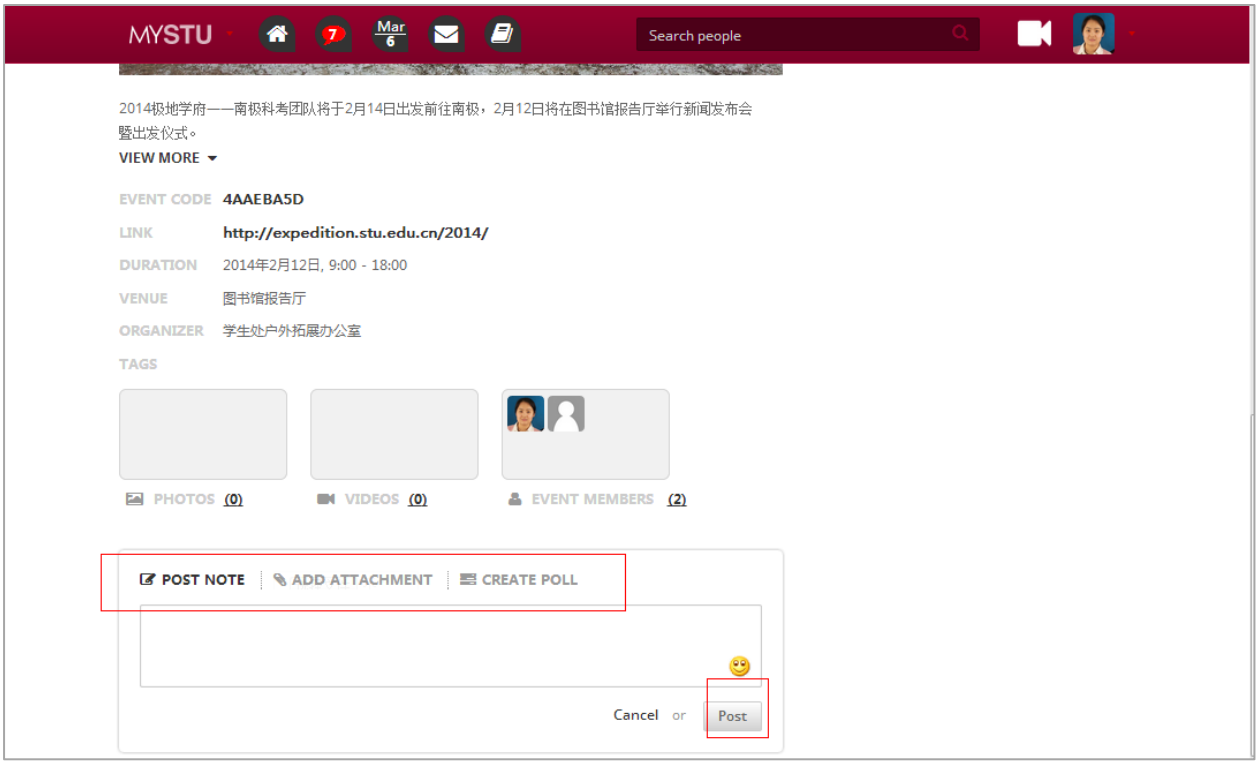
- All upcoming events will be displayed by clicking “All Event” tab. User can click into each event for details.



- User can click “Going” if he/she is interested to join the event. Whenever the user is no longer interested in that event, simply click “Not going ”to exit from the event.

MYSTU User Manual

- In the event detail page, user can check the details of that event, i.e. event duration, venue, organizer, event photos, etc…
- User can also post comment or upload photo / file for that event that they have joined



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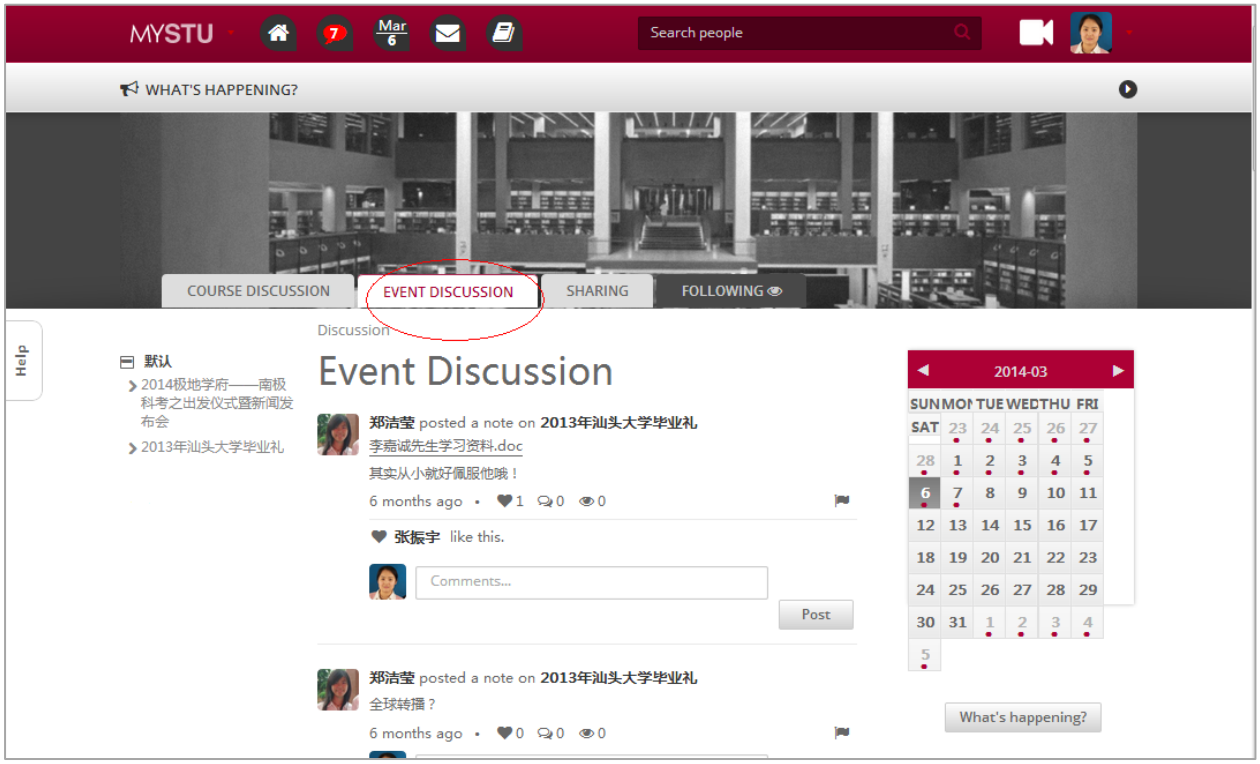
- In the Event Discussion Tab, user can view the event that created by him/her and also the event that the user has posted comment .



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Every user can create an event with the following information required :

- Event name: minimum of 6 English characters
- Event code: automatically assigned by the system
- Privacy settings: the event can be set for private (only assigned followers can view) , MYSTU users (user with MYSTU login can view) or public (for public view even without MYSTU login)
- Event Members: can input the event member name
- Administrators: Adminstrator can edit the event details
- Event image: event creator can upload event image (pdf format)
- Description: description of the event
- Event Duration: start date and time & end date and time
- Link: can insert website link for more information
- Venue: details of the venue
- Organizer: State the name of the organizer, can be a department, an organization or a person
- Tags: Project owner can assign tag(s) to the project for categorization

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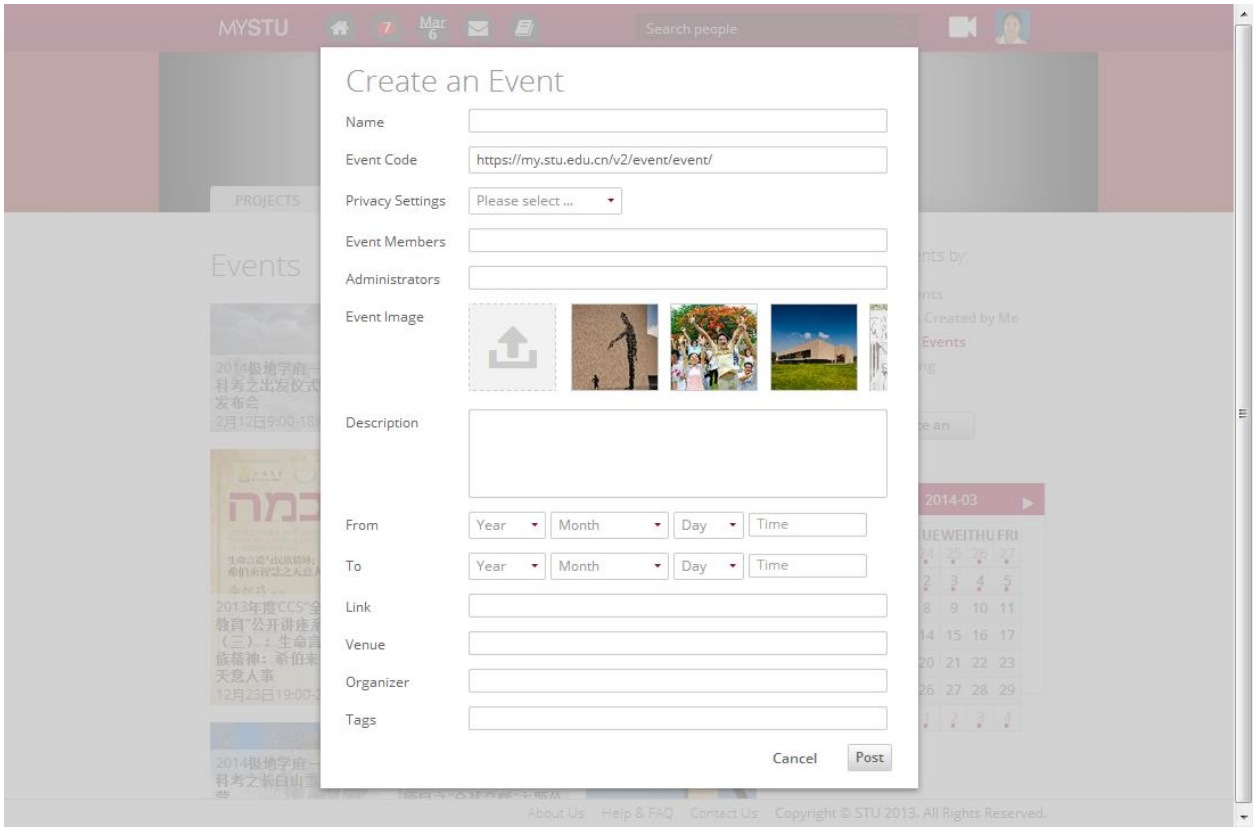
MYSTU User Manual



All events are grouped under the following categories:

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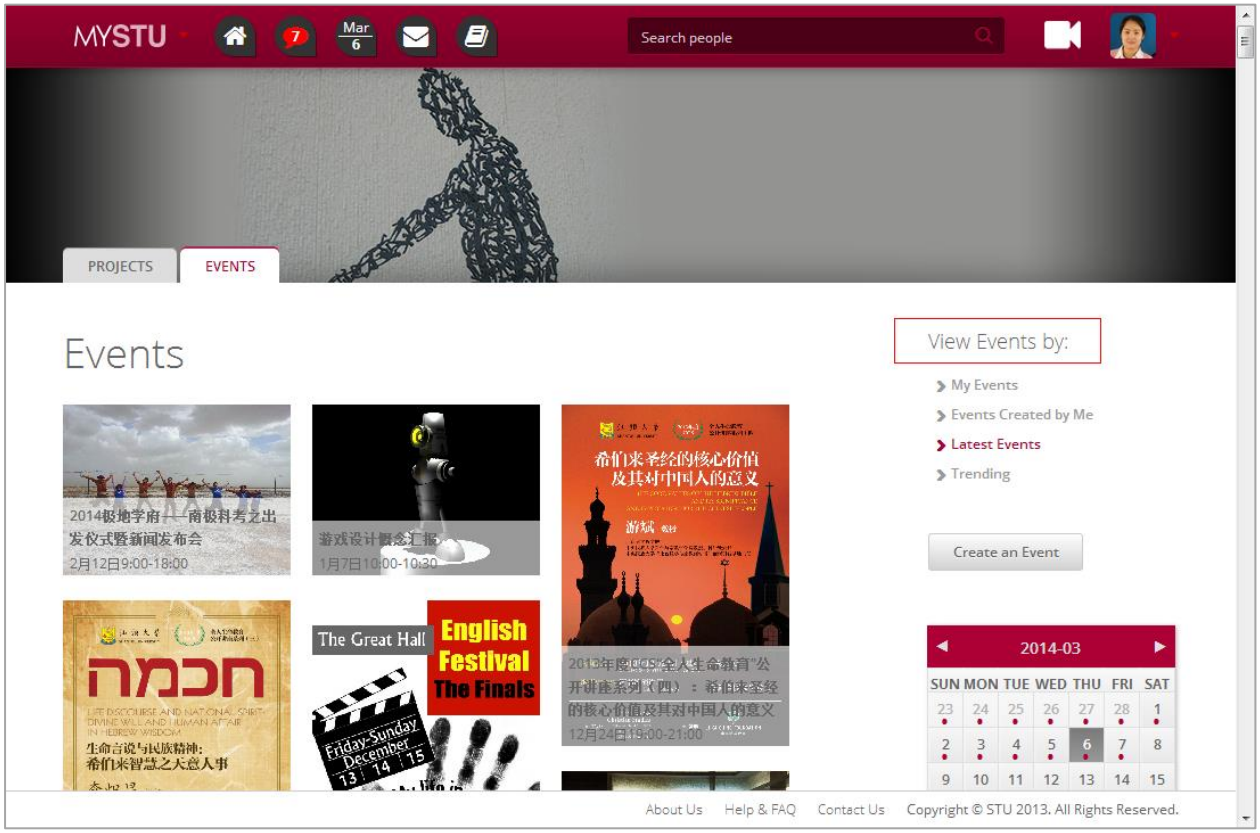
- Events created by me: This is the event created by me
- latest events: This is the event uploaded recently
- Trending: This is the trending and popular event

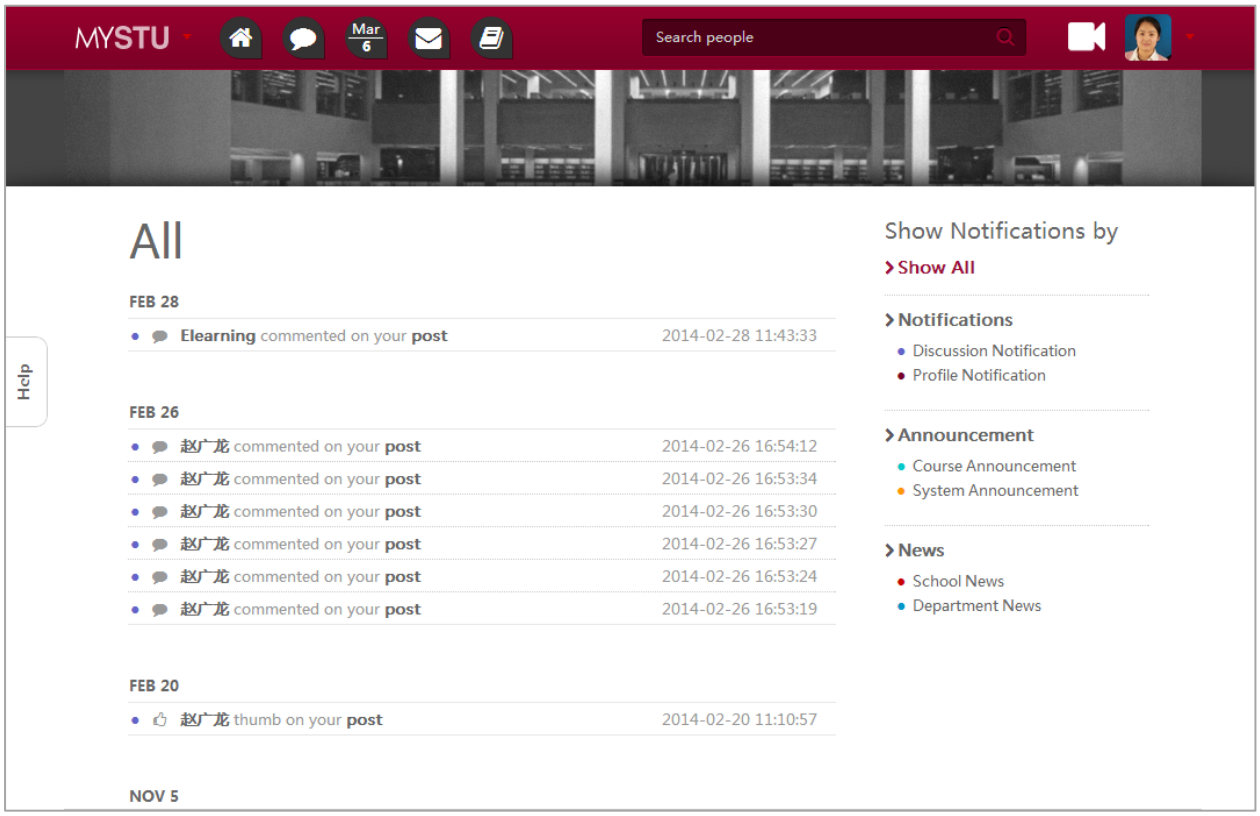
MYSTU User Manual



3. Notification

- After logging in to MYSTU, click the 2nd left icon to enter the notification page
- The notification are displayed in ascending order

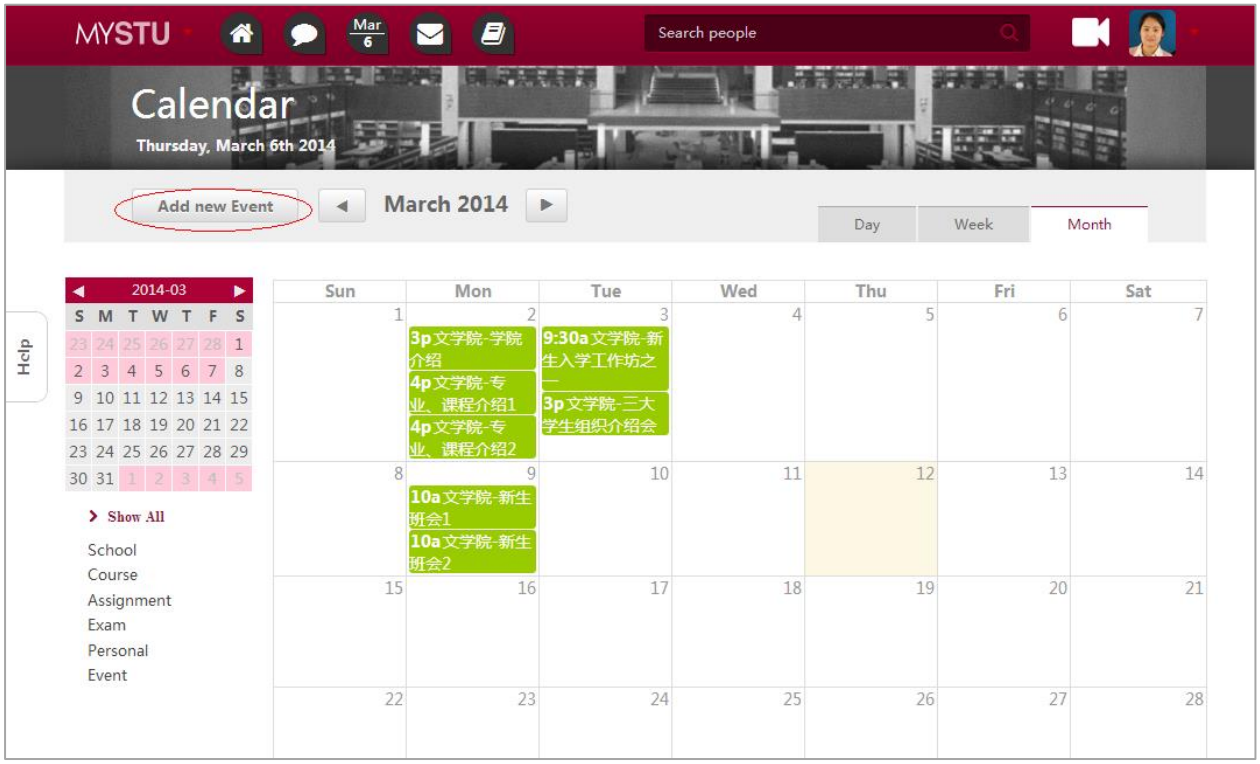
- User can sort the notification category that they are interested in, i.e. Discussion notification, course notification, system notification, etc…



4. Calendar

- After logging in to MYSTU, click the 3rd left icon to enter the calendar page, and it will display all schedules of the user

- The schedule can be edited or deleted by the user if that schedule is created by himself/herself
- Course exam and assignment due date will also display in the calendar page
- Event and projects that the user joined or followed will also display in the calendar page



5. My Profile

5.1 Profile

- The following information will be collected from Admission Department and display in the profile page - name, profile image, faculty, major & minor.

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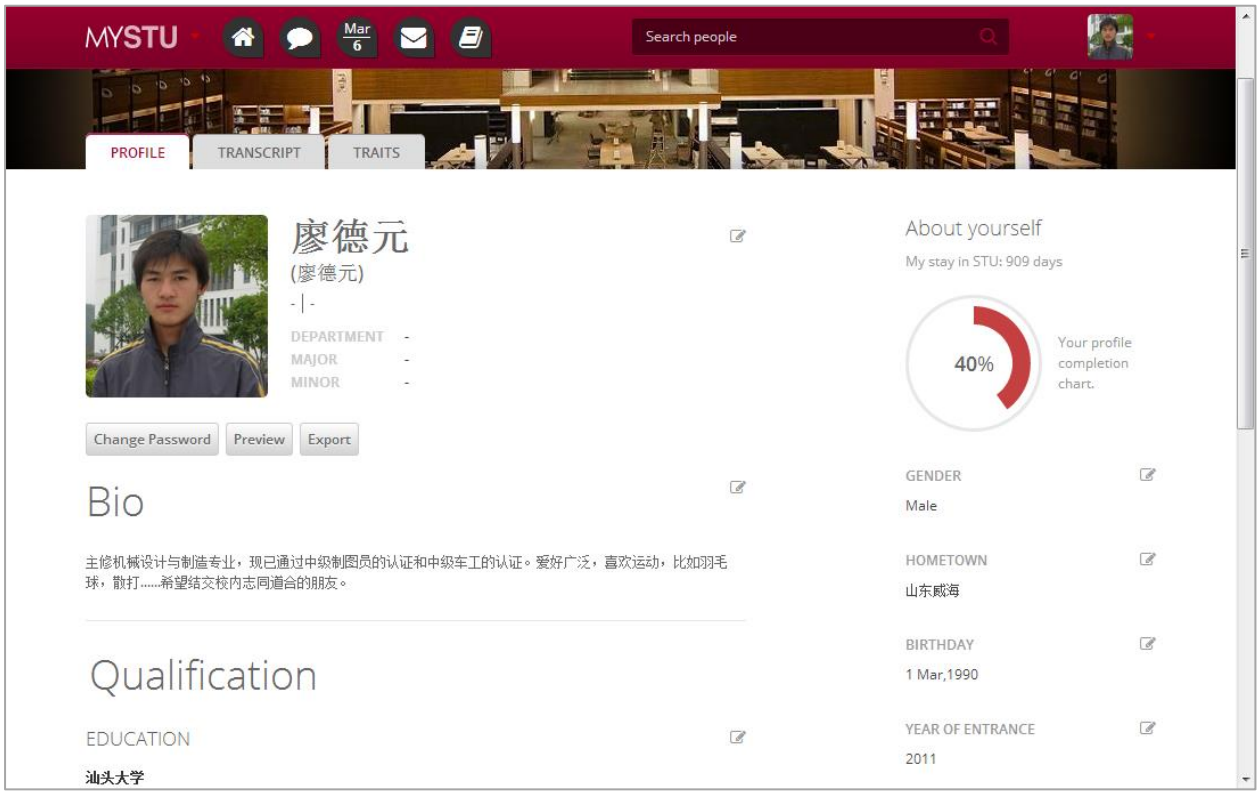
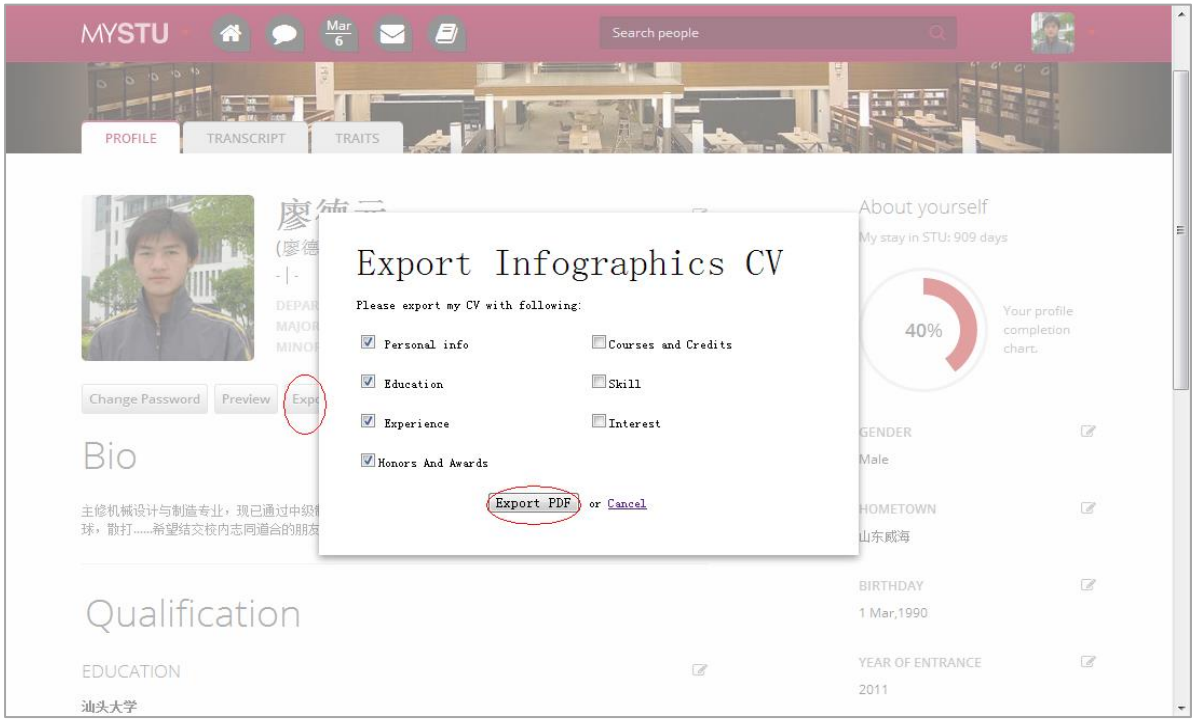
- User can edit the following information: profile image, qualification, address, email, phone, etc….
- User is allowed to set privacy (public or private) for their information, if it is set as private, others cannot search your profile



- Student can export their cv for job search or interview.

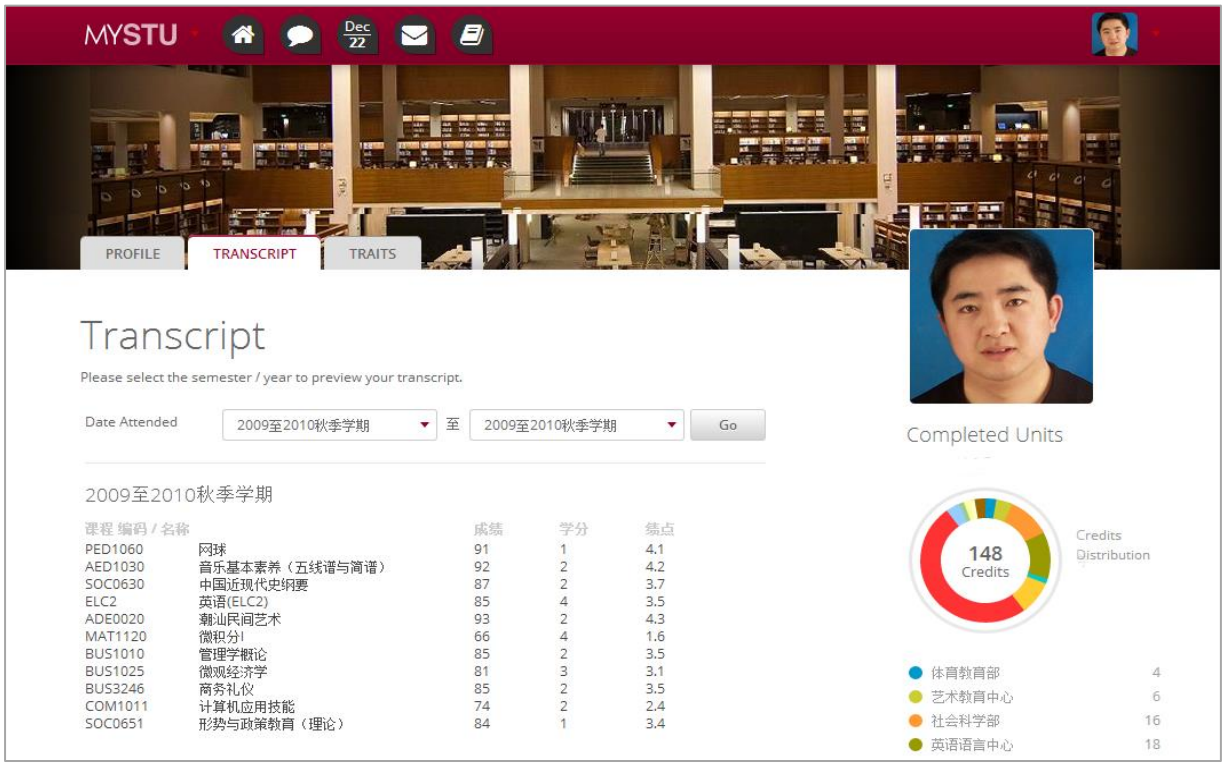


5.2 Transcript

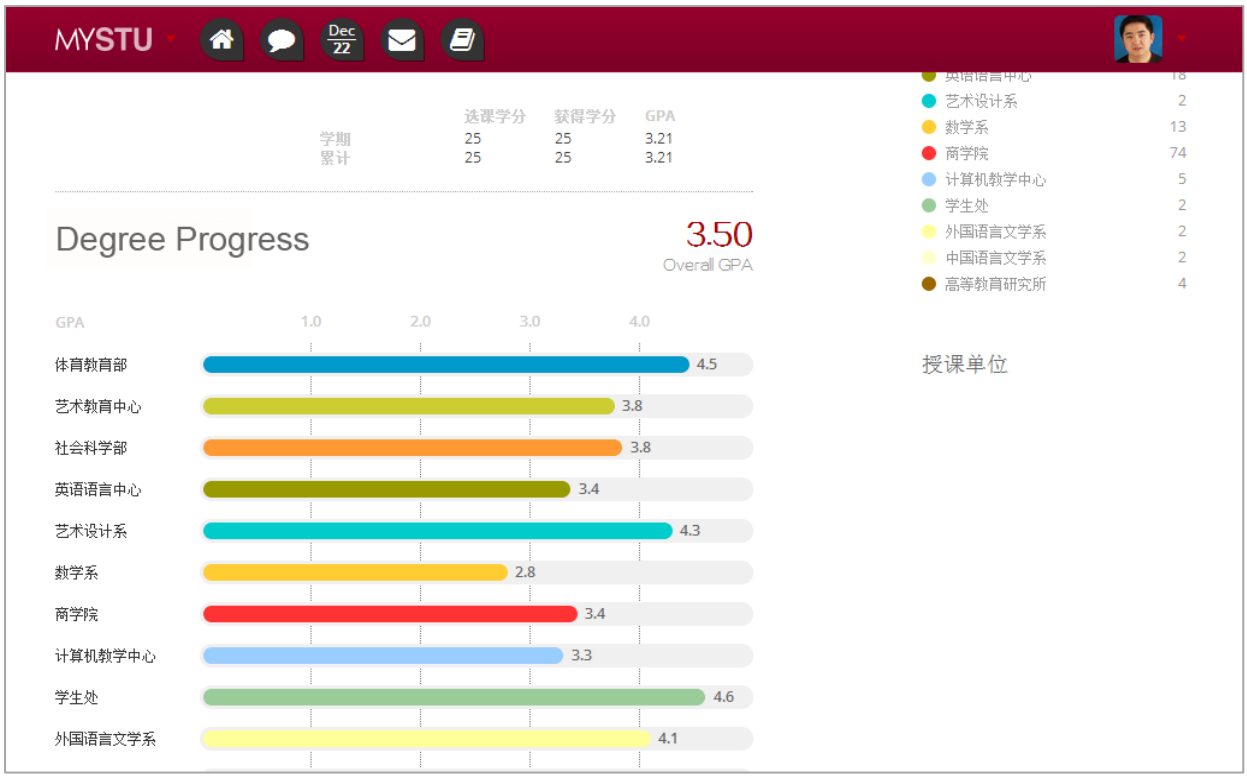
- Student can review their score for each course taken; or student can choose a period of time and the result, i.e. GPA, overall GPA, no. of credit obtained, score of the courses taken within that period of time will be available for viewing.

MYSTU

MYSTU User Manual

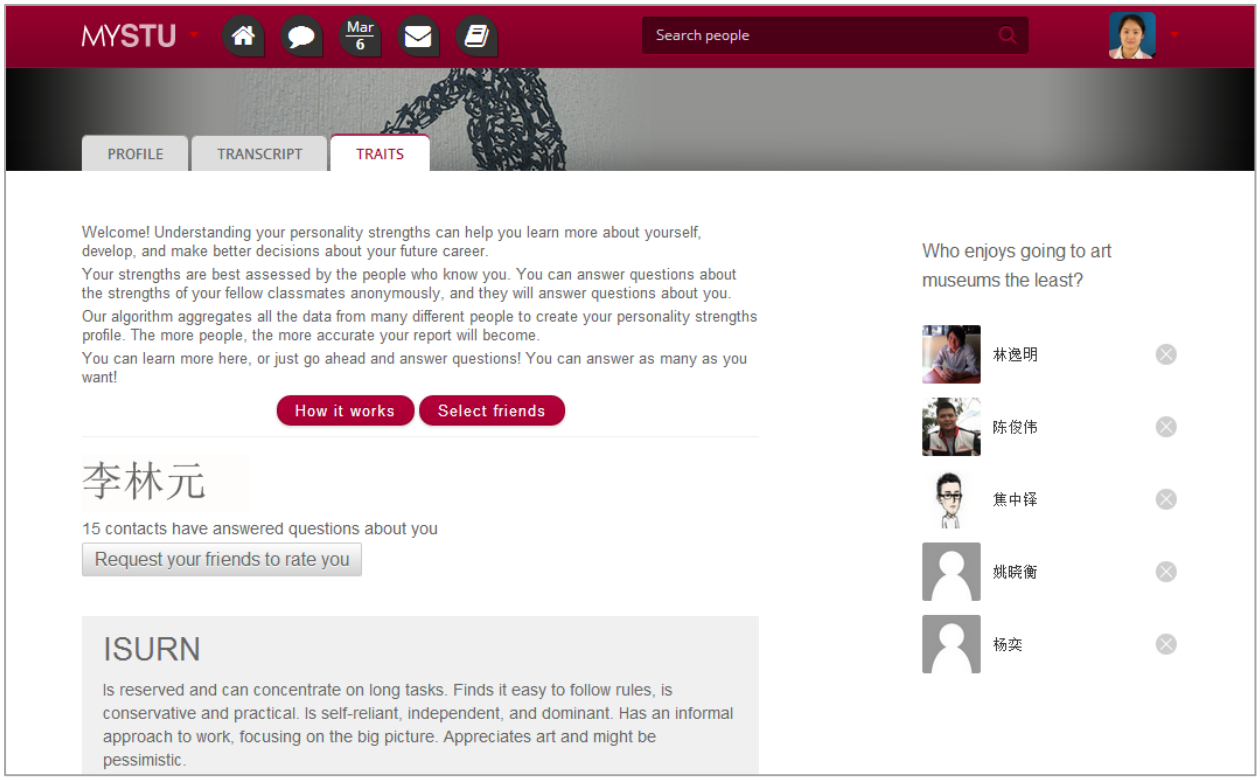


Student's capability will be displayed in the degree progress bar.



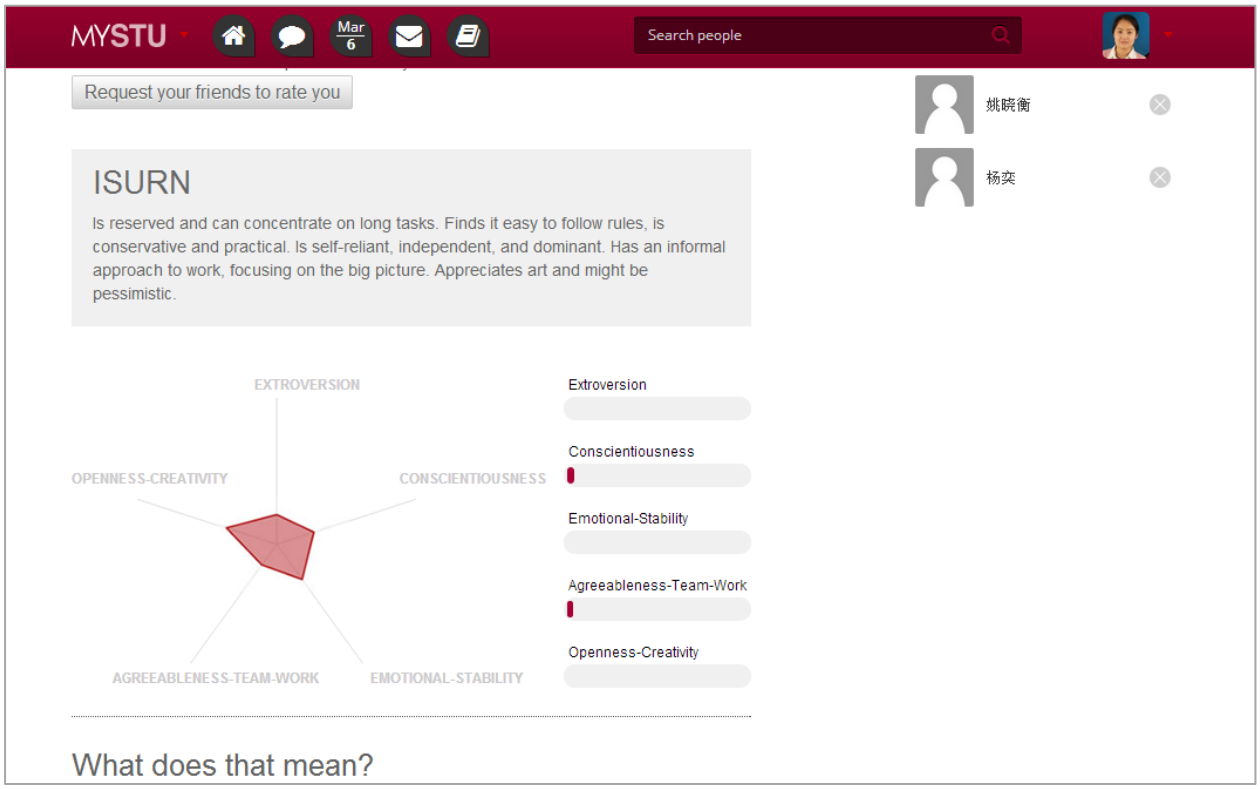
5.3 Traity

- Traity is in the 3rd tab in My Profile page, You and your friends is able to comment on each other's characteristics through answering the system preset question. And the system will base on the statistics and generate a traity report of the user and let the user understand more about him/herself
- Invite friends to answering questions ◦
- Raters can answer question to comment on others
- The system will generate questions and the rater has to choose one of his/her friend (out of 5) who best suits the question. If none of you friend or more than 1 of you friends who suit the question, please skip that question. Or if you are not familiar with those 1 or more people to be chosen for the question, please delete that people from the question and the system will generate another friend for you.


MYSTU
Mar 6
Search people
PROFILE
TRANSCRIPT
TRAITS
Welcome! Understanding your personality strengths can help you learn more about yourself, develop, and make better decisions about your future career.
Your strengths are best assessed by the people who know you. You can answer questions about the strengths of your fellow classmates anonymously, and they will answer questions about you.
Our algorithm aggregates all the data from many different people to create your personality strengths profile. The more people, the more accurate your report will become.
You can learn more here, or just go ahead and answer questions! You can answer as many as you want!
How it works
Select friends
李林元
15 contacts have answered questions about you
Request your friends to rate you
ISURN
Is reserved and can concentrate on long tasks. Finds it easy to follow rules, is conservative and practical. Is self-reliant, independent, and dominant. Has an informal approach to work, focusing on the big picture. Appreciates art and might be pessimistic.
Who enjoys going to art museums the least?
林逸明
陈俊伟
焦中铎
姚晓衡
杨奕

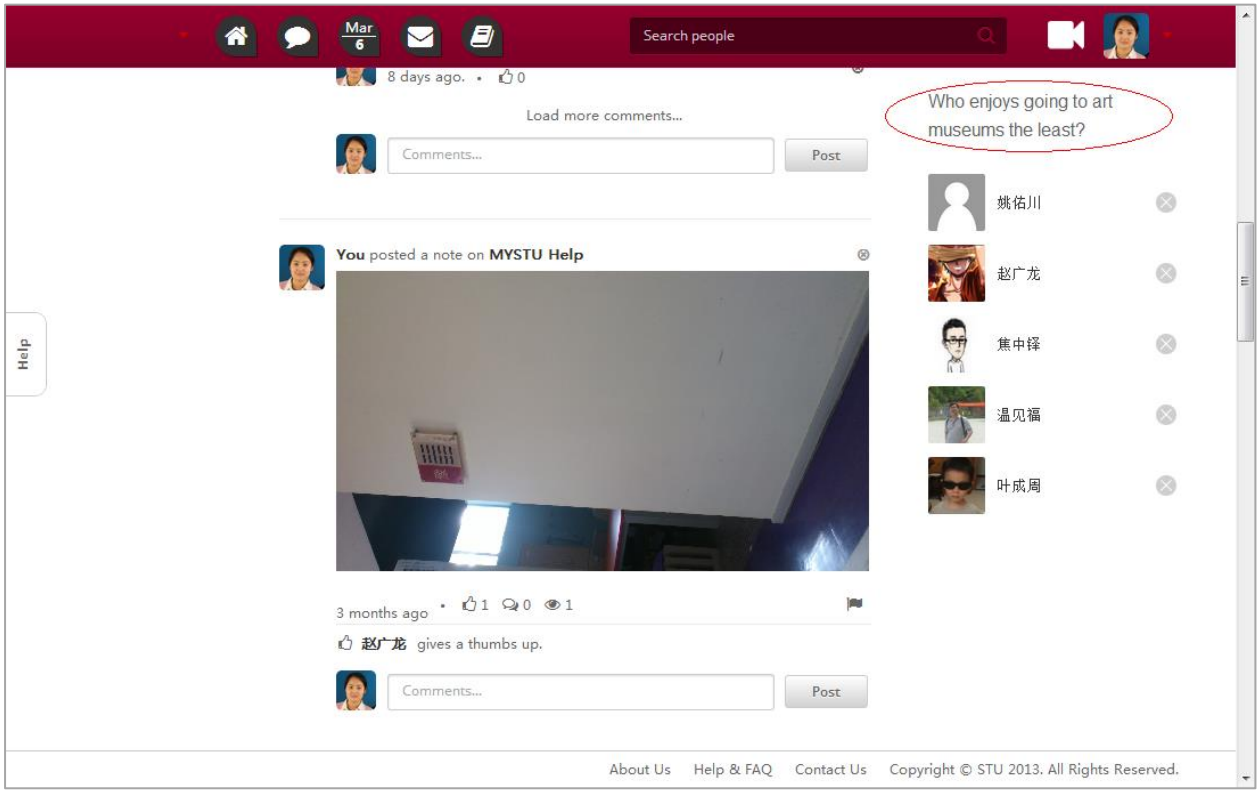
MYSTU User Manual

- Whenever a user is rated by at least 4 friends, the system will generate a traity spider



- Traity is also available in the main page of MYSTU.

MYSTU User Manual



6. My courses- For Teachers

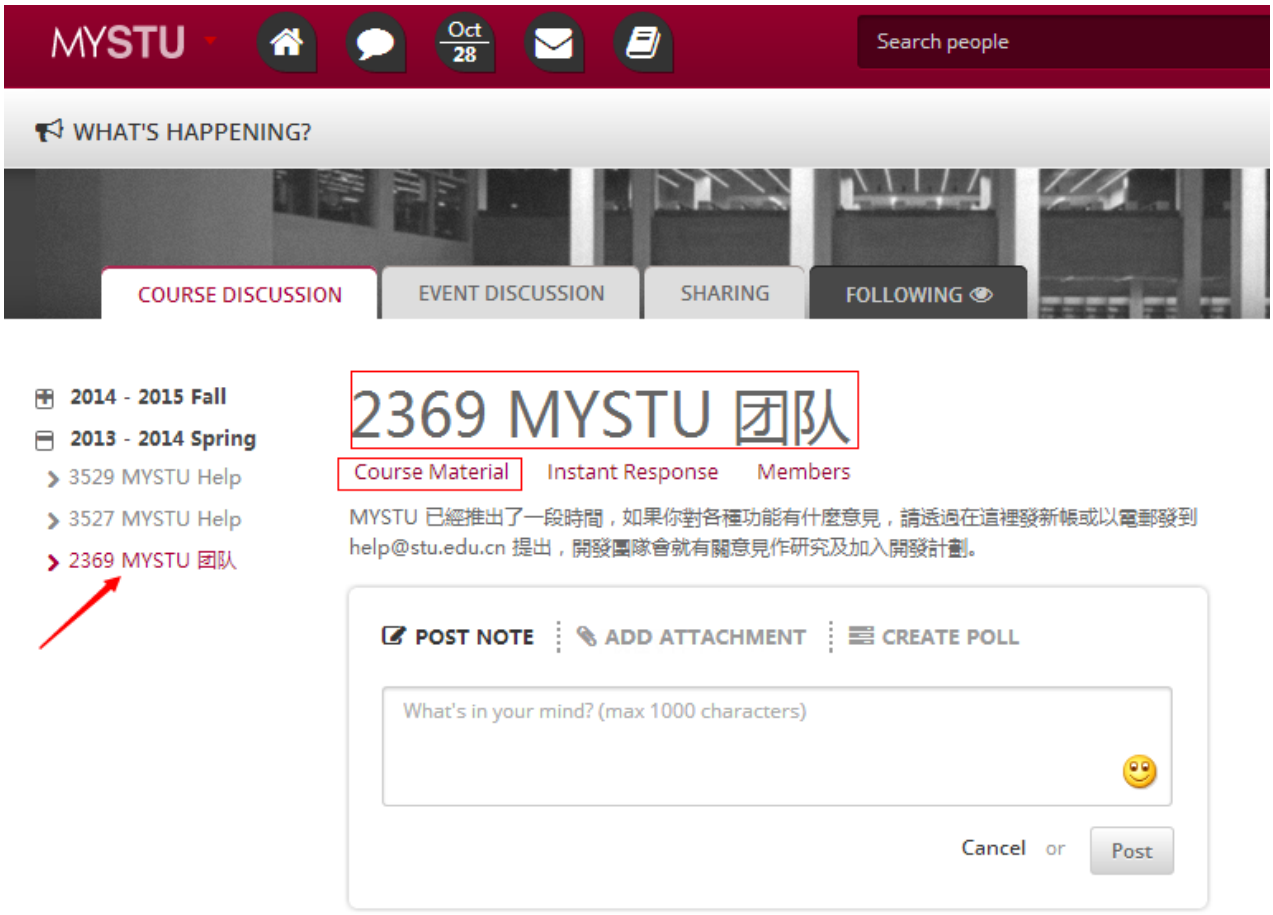
“My courses”is the online teaching platform, development is based on Moodle. Teachers can update teaching activities here, i.e. upload coursewares, set up assignments, set up test. The students can download files & assignments, work on online test, and online interact with the teacher. This serves as a communication platform for teacher and student

6.1 Enter Course Material

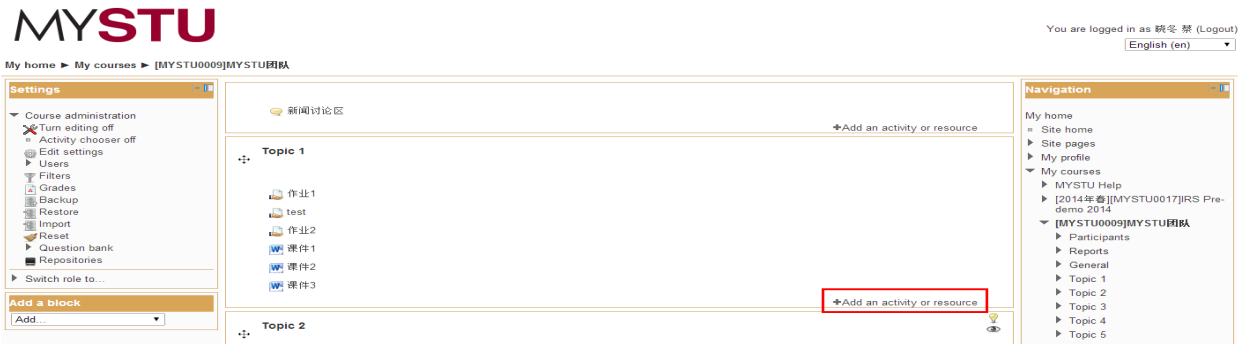
In MYSTU homepage, choose and click one specified course on the left-hand menu, and then click “Course Material” or click the course name in big size, which leads you to the Moodle of your course.

MYSTU

MYSTU User Manual



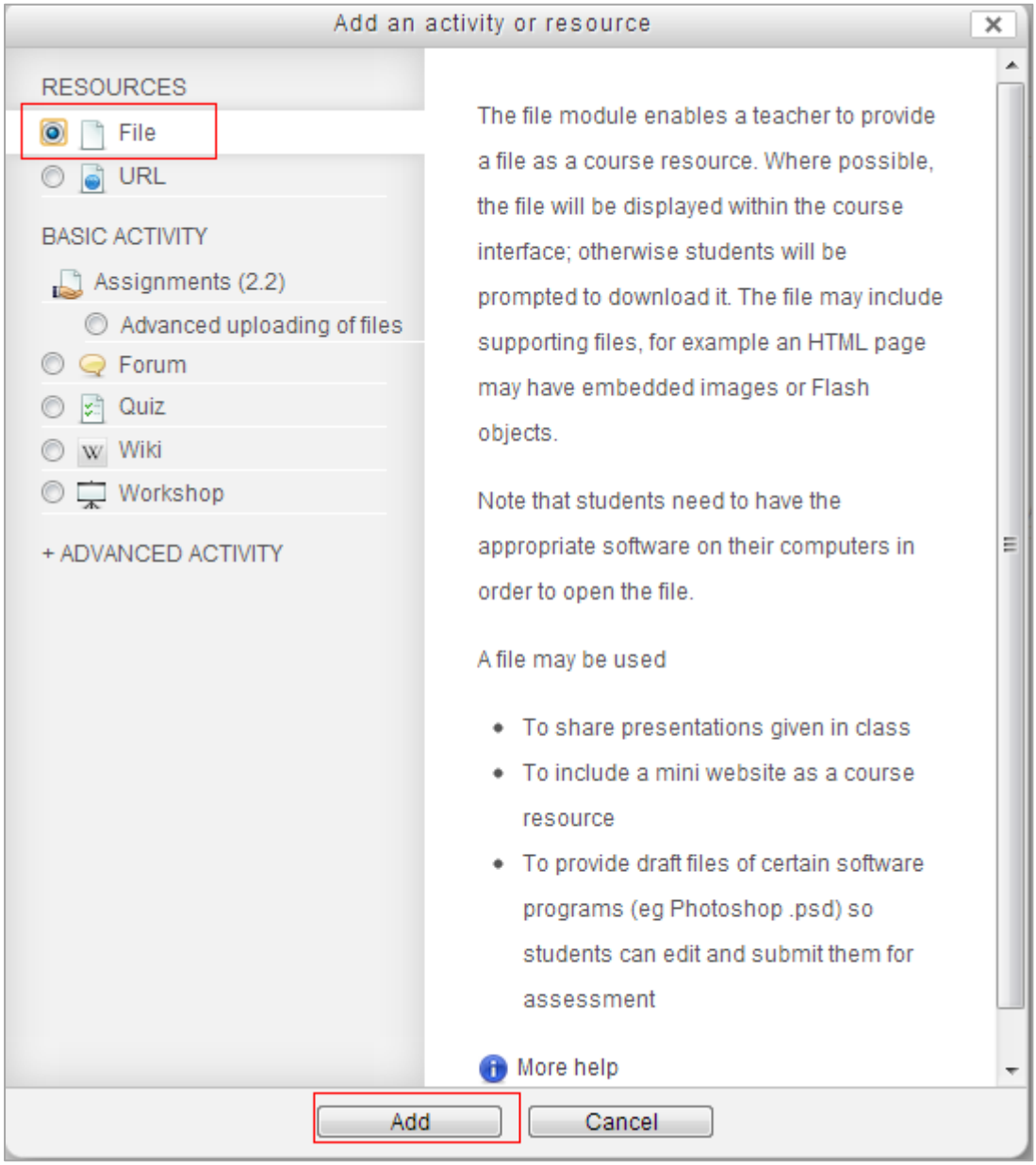
Now you are in the Moodle of your course, click “Add an activity or resource” button to upload teaching material.



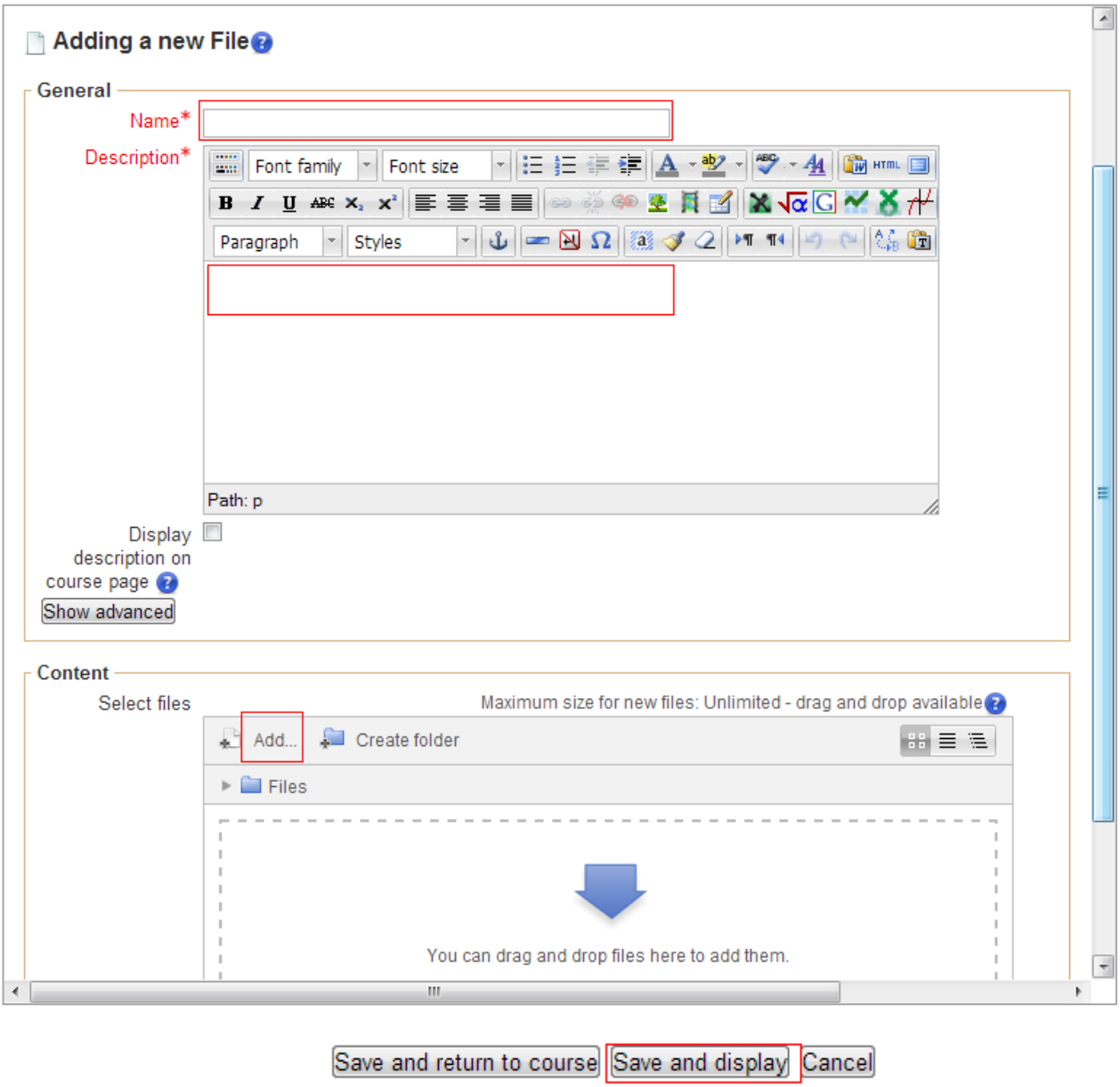
6.2 Add Basic Activity

6.2.1 Add file

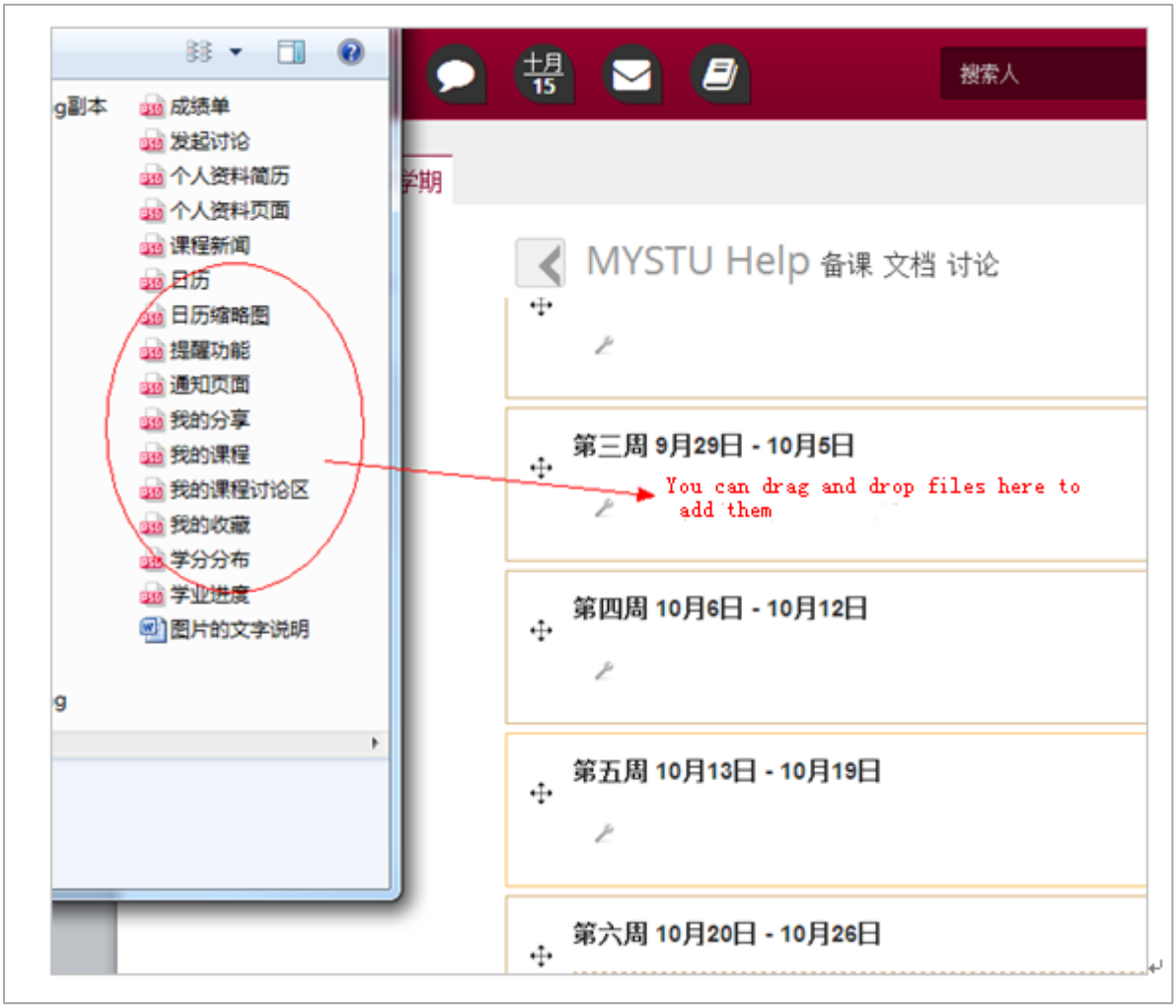
After clicking “Add an activity or resource” button, select "File" in the pop-up dialog box:


Add an activity or resource
RESOURCES
File
URL
BASIC ACTIVITY
Assignments (2.2)
Advanced uploading of files
Forum
Quiz
Wiki
Workshop
+ ADVANCED ACTIVITY
The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.
Note that students need to have the appropriate software on their computers in order to open the file.
A file may be used
To share presentations given in class
To include a mini website as a course resource
To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment
More help
Add
Cancel

- Enter the edit page, fill in the "file name" and "description", click "add" button to choose files, click “Save and display”. Now the files have been uploaded.

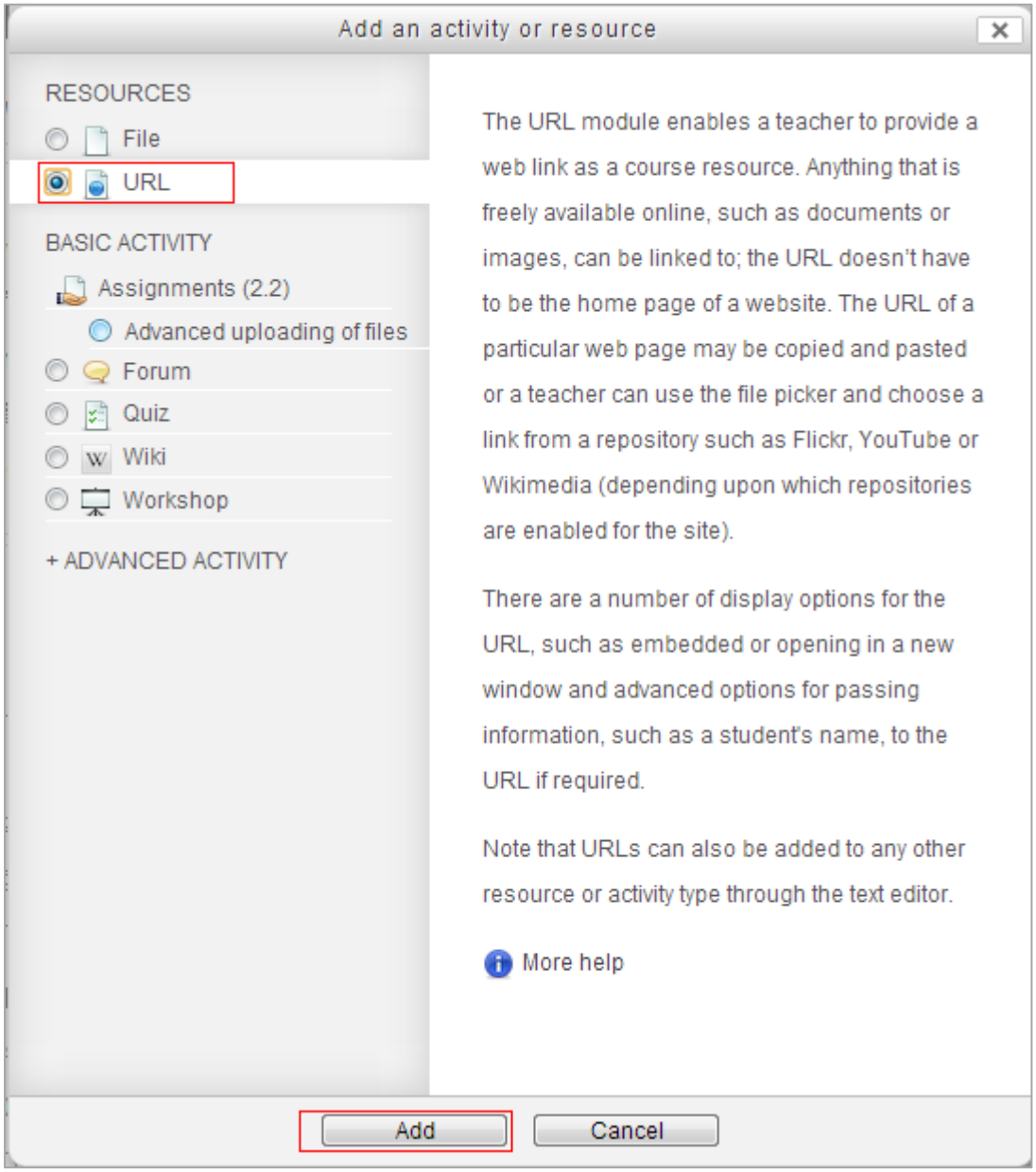


- Feel that the method is too complicated? In fact, the Moodle system comes with a drag and drop function. Simply open a local folder, mouse over to the file that you want to upload and directly drag and drop onto the course, now the files have been uploaded. It's very convenient.

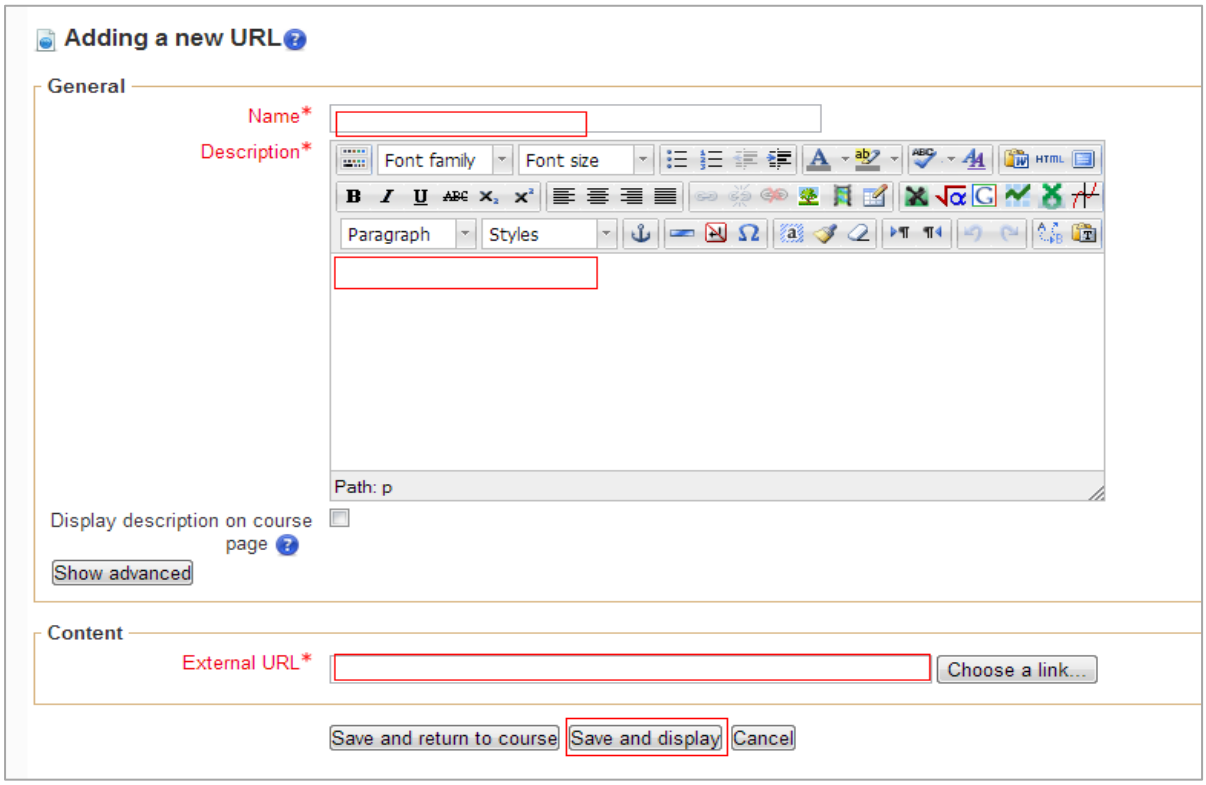


6.2.2 URL

Click "Add an activity or resource" button, select "URL "in the pop-up dialog box:

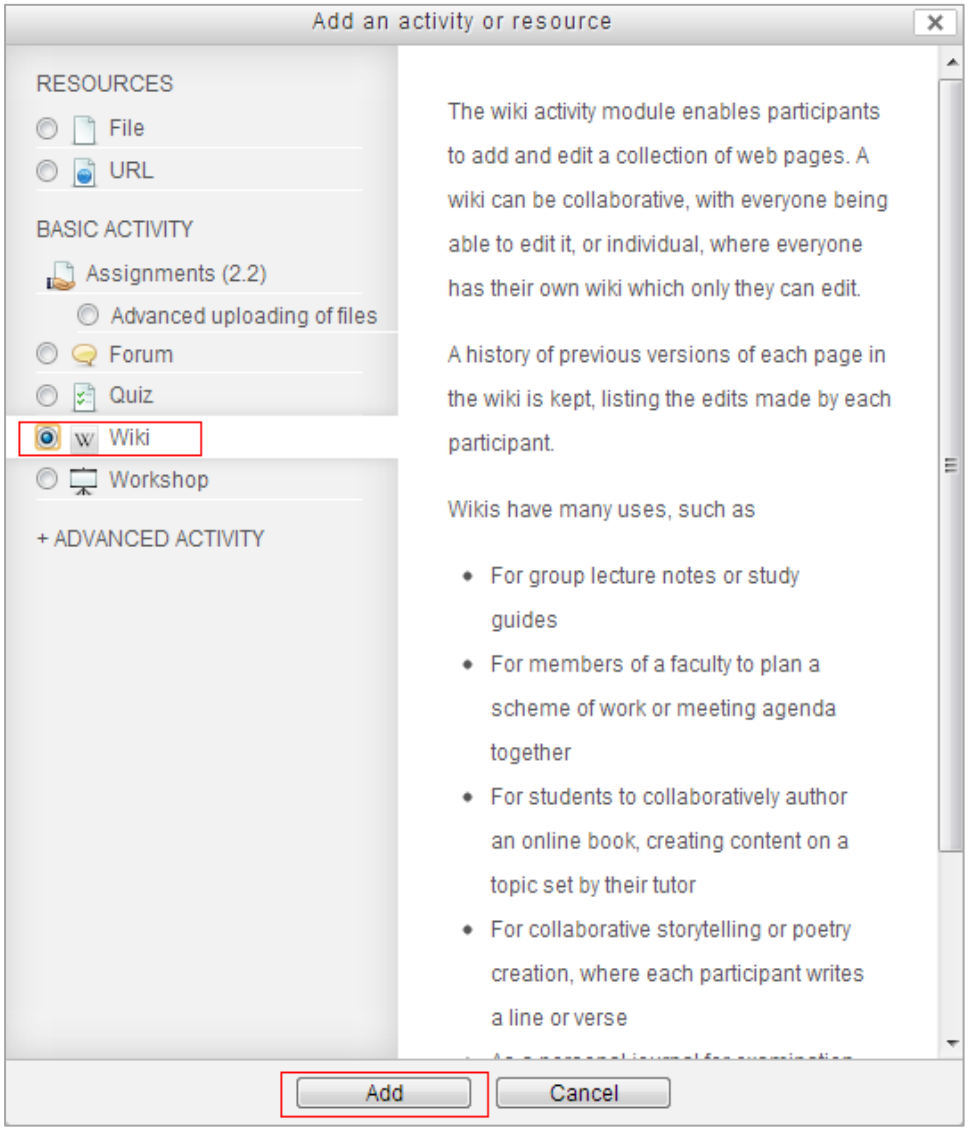

Add an activity or resource
RESOURCES
File
URL
BASIC ACTIVITY
Assignments (2.2)
Advanced uploading of files
Forum
Quiz
Wiki
Workshop
+ ADVANCED ACTIVITY
The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page may be copied and pasted or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube or Wikimedia (depending upon which repositories are enabled for the site).
There are a number of display options for the URL, such as embedded or opening in a new window and advanced options for passing information, such as a student's name, to the URL if required.
Note that URLs can also be added to any other resource or activity type through the text editor.
More help
Add
Cancel

In the edit page, fill in the "Name", "Description" and "URL", click“ Save and display".

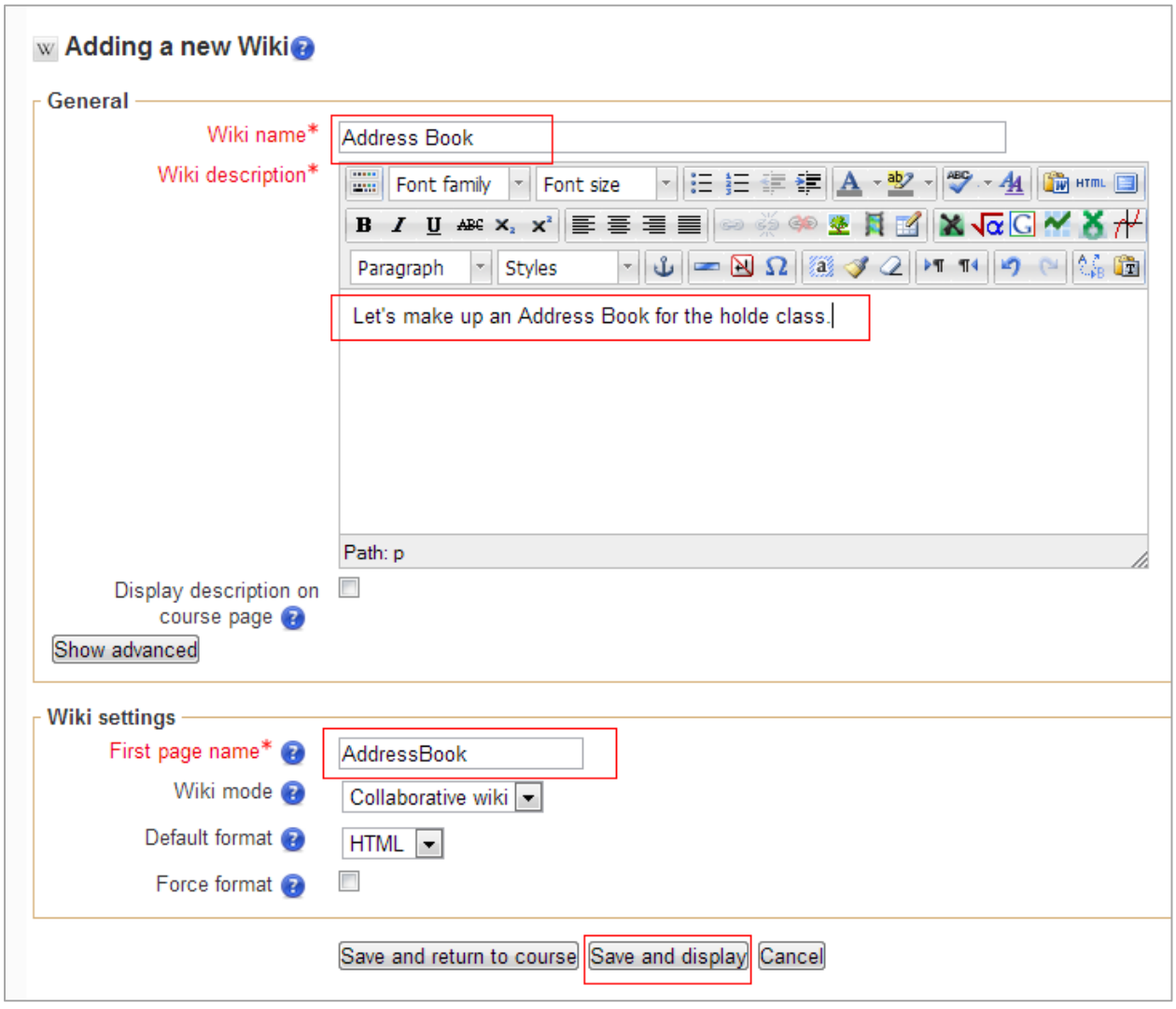


6.2.3 Wiki

The main function of Wiki is: Many people modify a text at the same time, everyone can express their idea, and to extend or comment the themes, always leave a history of the modified version, available for inspection. Click "Add an activity or resource" button, select "Wiki" to create a new wiki:


Add an activity or resource
RESOURCES
File
URL
BASIC ACTIVITY
Assignments (2.2)
Advanced uploading of files
Forum
Quiz
Wiki
Workshop
+ ADVANCED ACTIVITY
The wiki activity module enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit.
A history of previous versions of each page in the wiki is kept, listing the edits made by each participant.
Wikis have many uses, such as
For group lecture notes or study guides
For members of a faculty to plan a scheme of work or meeting agenda together
For students to collaboratively author an online book, creating content on a topic set by their tutor
For collaborative storytelling or poetry creation, where each participant writes a line or verse
Add
Cancel

- In the edit page, fill in the "Wiki name", "Description" and "First page name". Click the "save and display" button.



- Choose HTML format, click “Create page” button:

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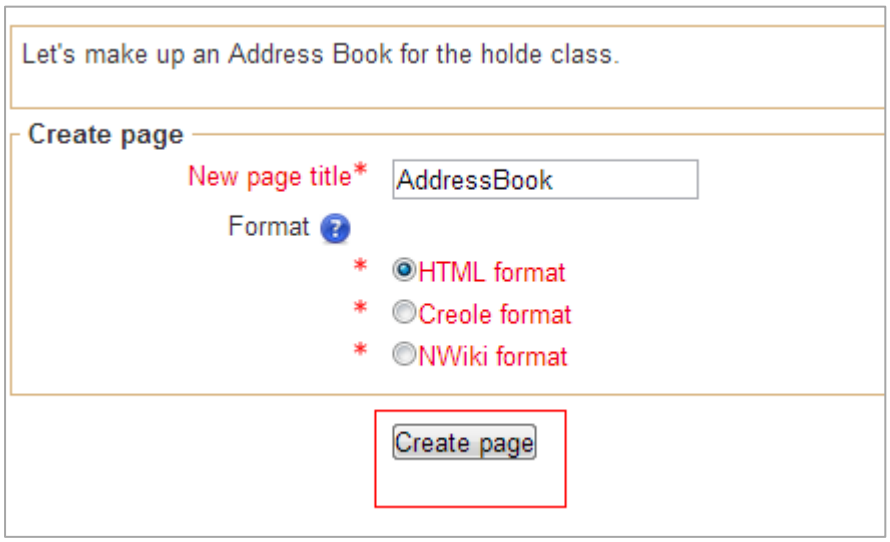
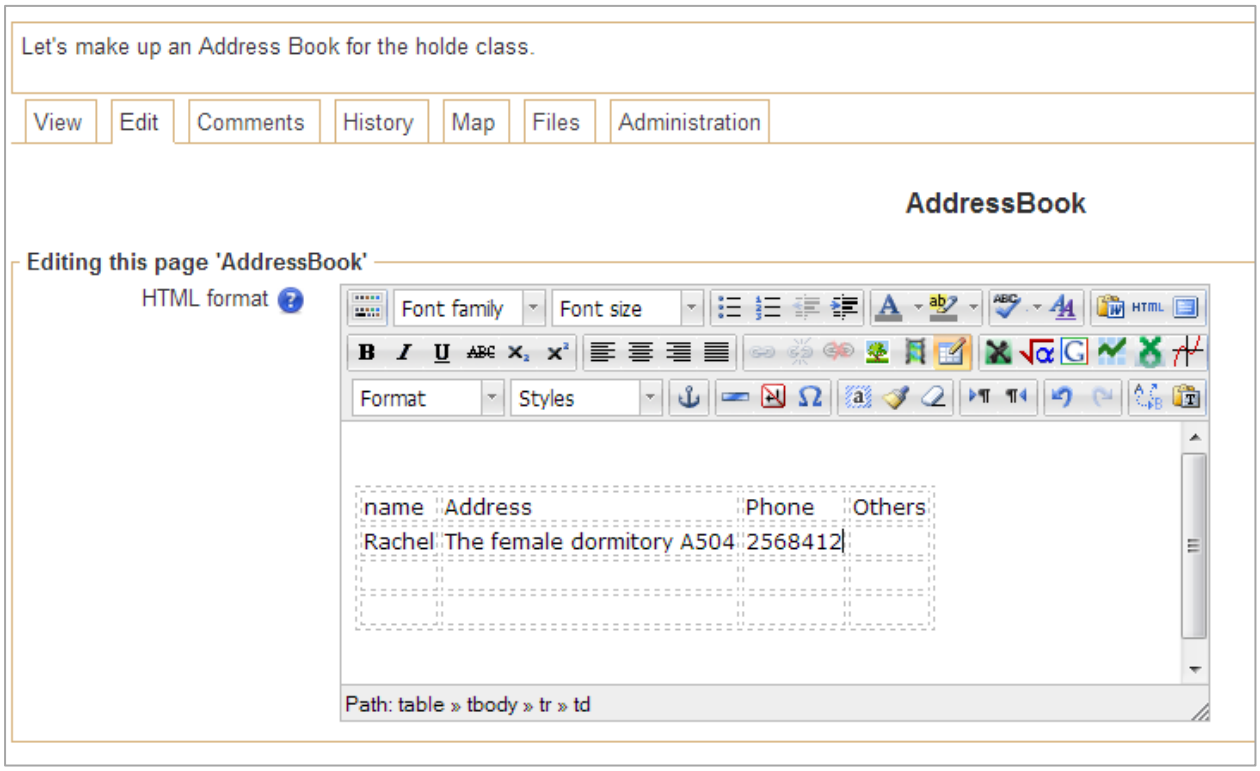


- Enter wiki edit page to fill up the content and save.



- This is the first version of this wiki.

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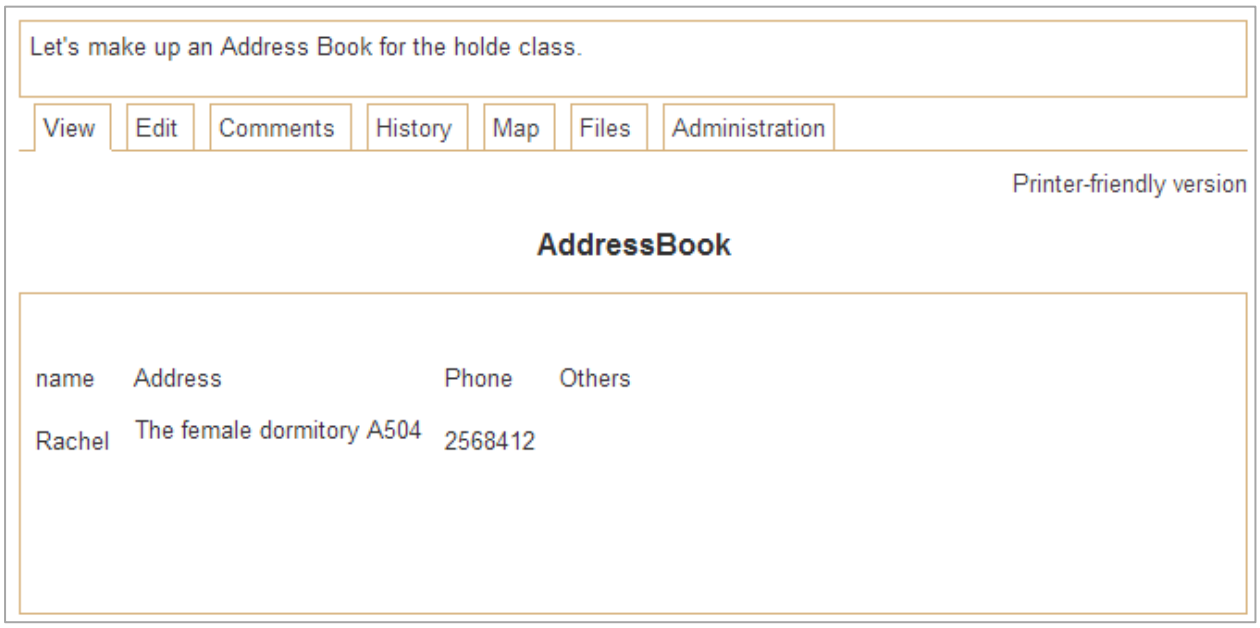
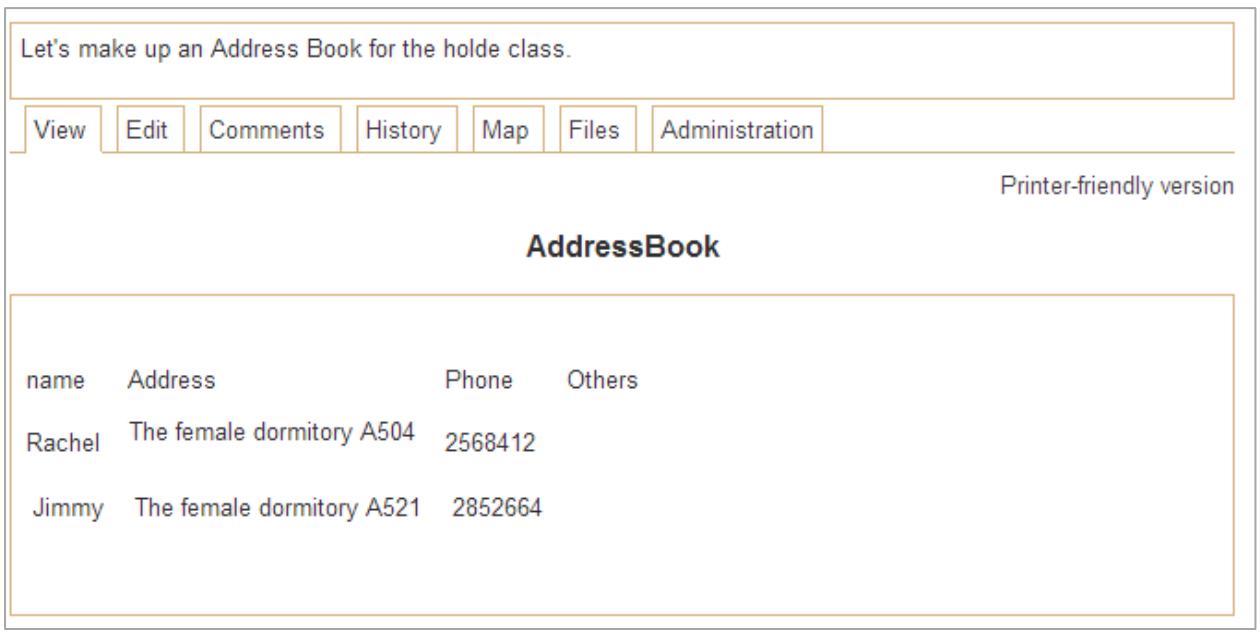
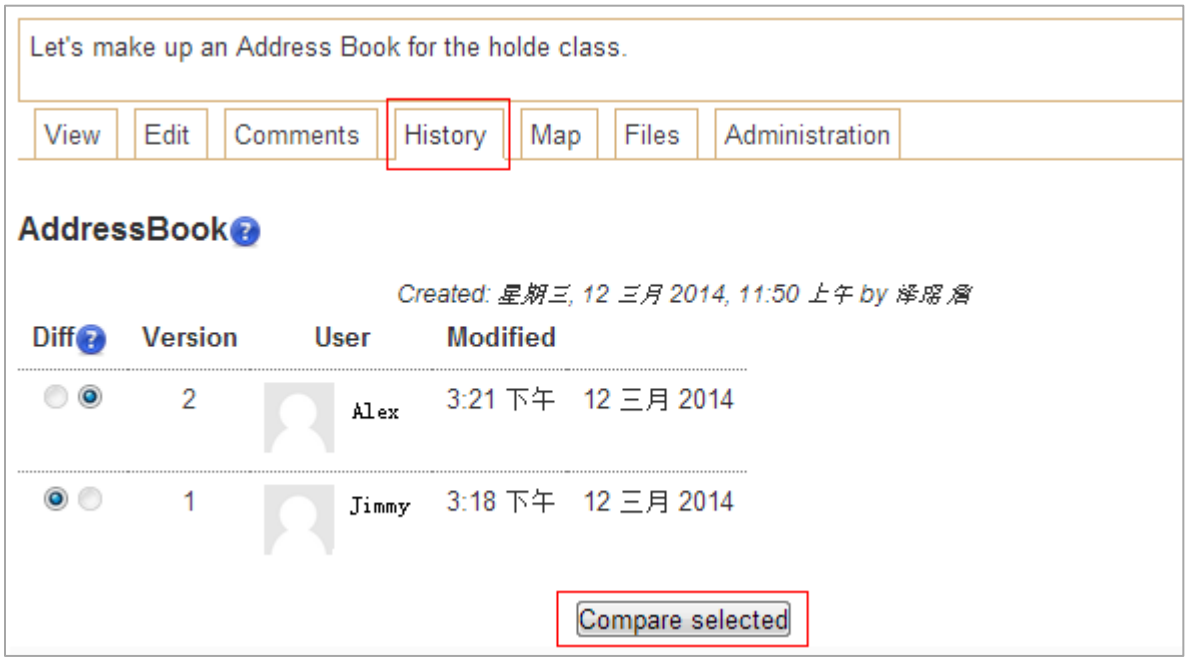


- The wiki is open to the class, everyone can modify and edit
- After editing the wiki, click “save” to update a new version.



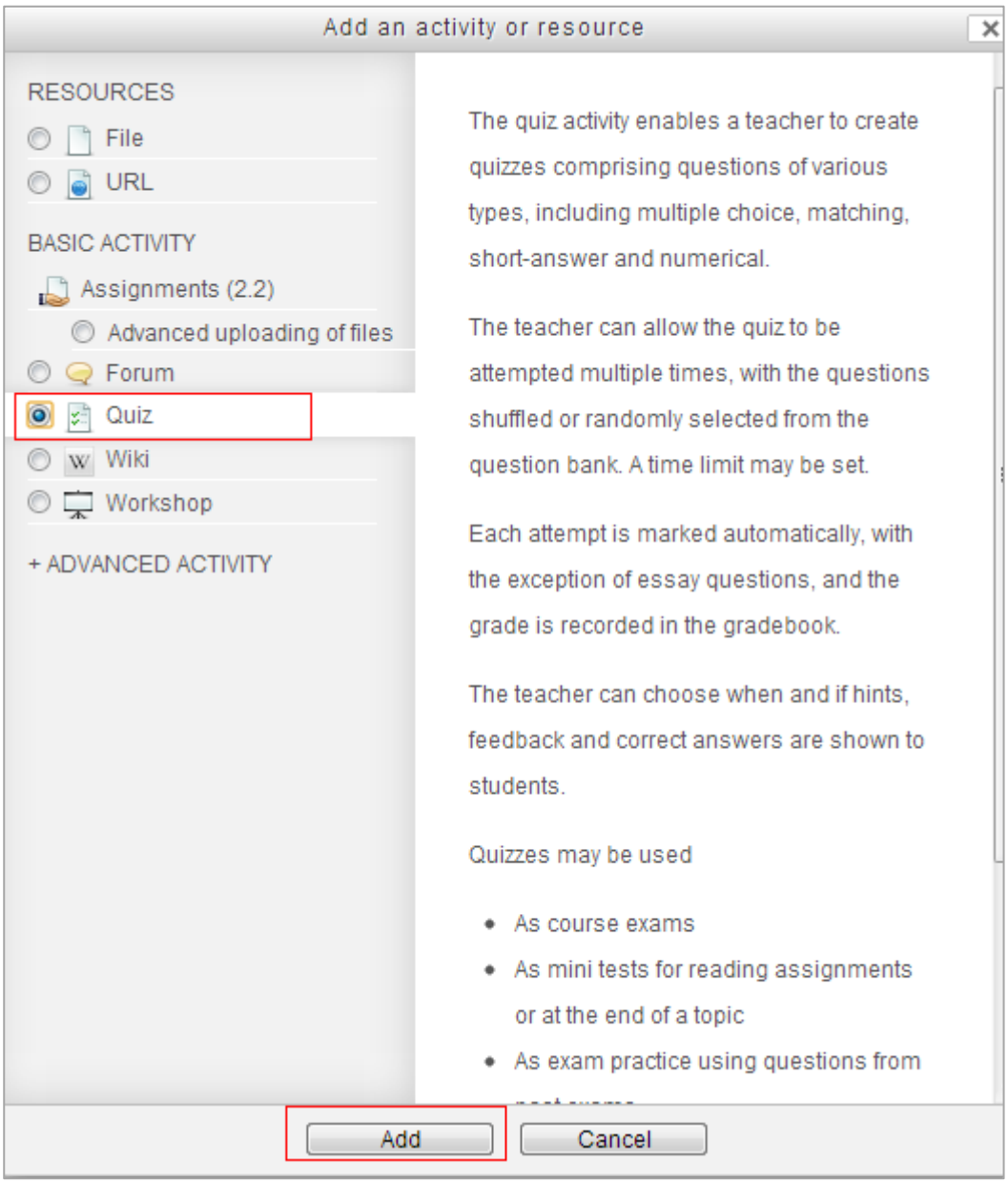
MYSTU User Manual

Click the "History" tab to see the previous versions:

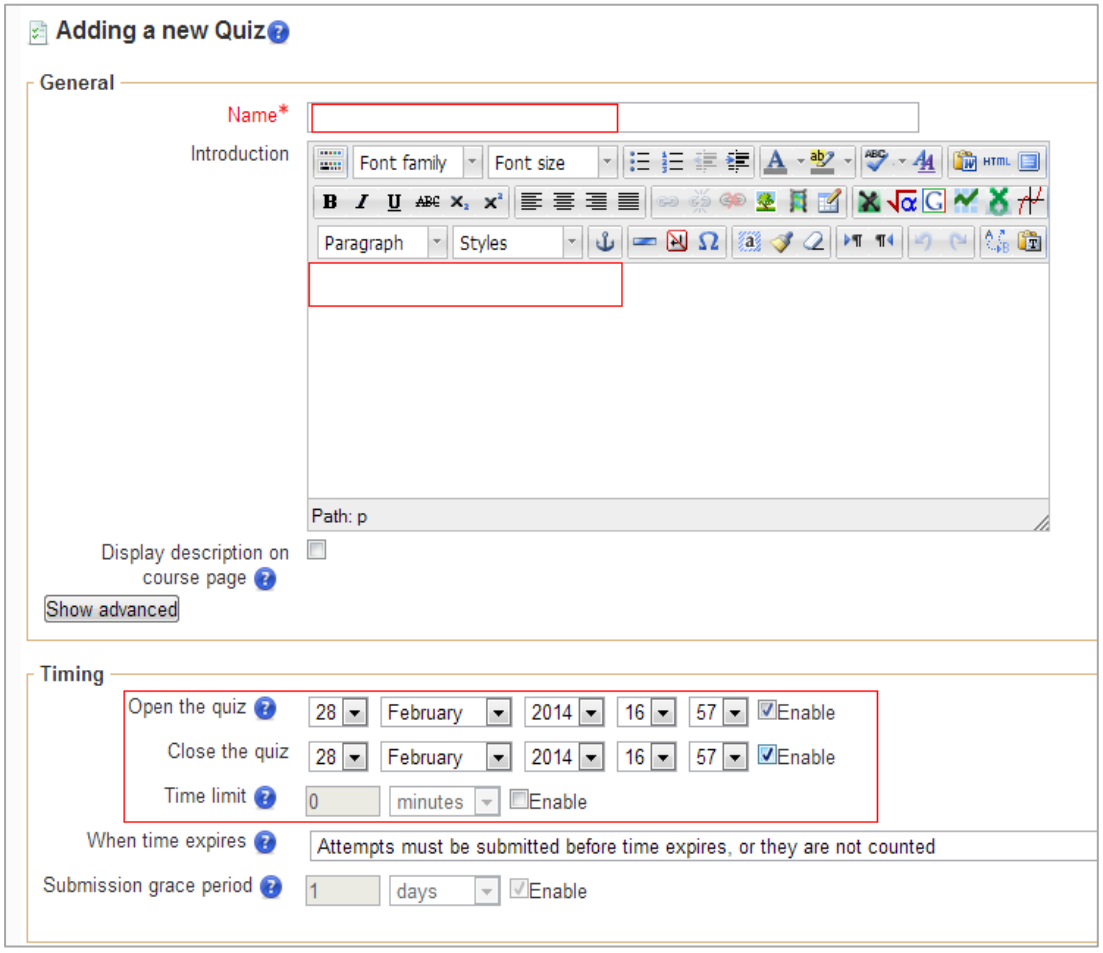


6.2.4 Quiz

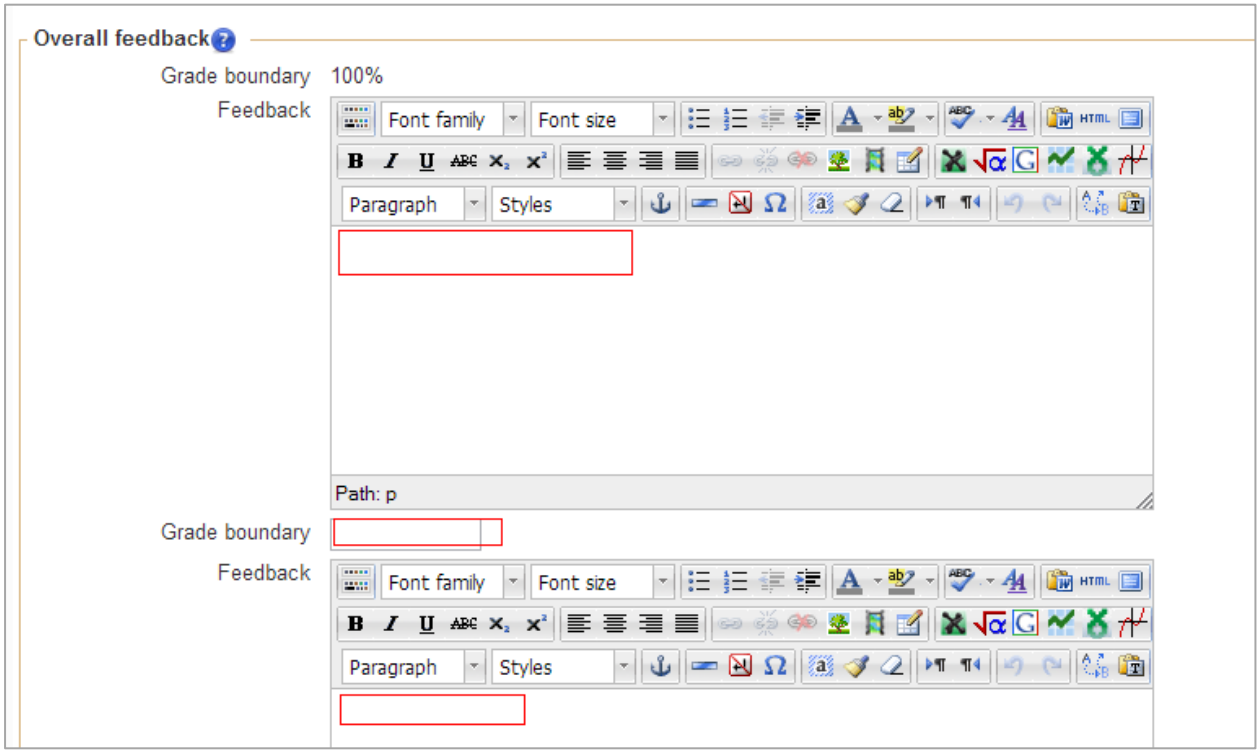
- The quiz activity enables a teacher to create quizzes comprising questions. Quizzes may be used as course exams. Click "Add an activity or resource" button, select “Quiz” in the pop-up dialog :


Add an activity or resource
RESOURCES
File
URL
BASIC ACTIVITY
Assignments (2.2)
Advanced uploading of files
Forum
Quiz
Wiki
Workshop
+ ADVANCED ACTIVITY
The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.
The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.
Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.
The teacher can choose when and if hints, feedback and correct answers are shown to students.
Quizzes may be used
As course exams
As mini tests for reading assignments or at the end of a topic
As exam practice using questions from
Add
Cancel

➢ In the edit page, fill in the name and introduction of the quiz, set up the timing.

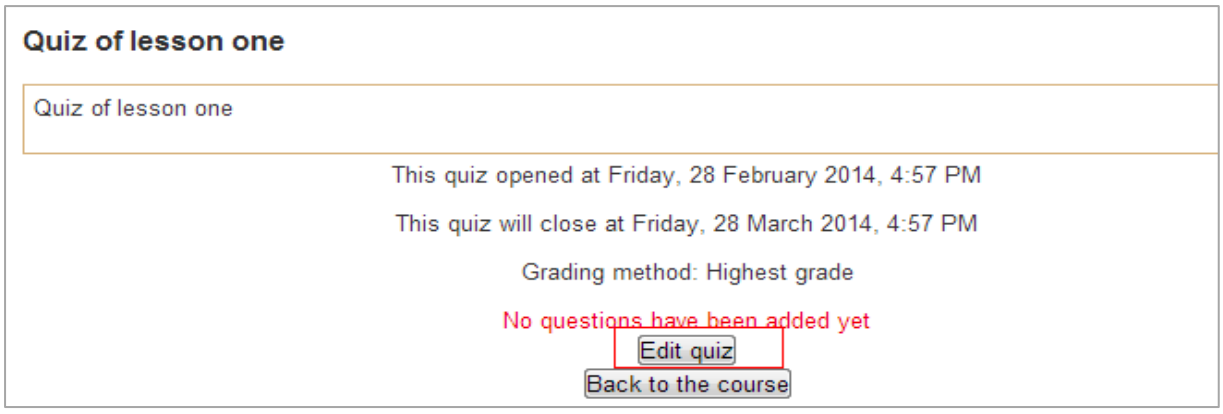


- Set up the overall feedback:

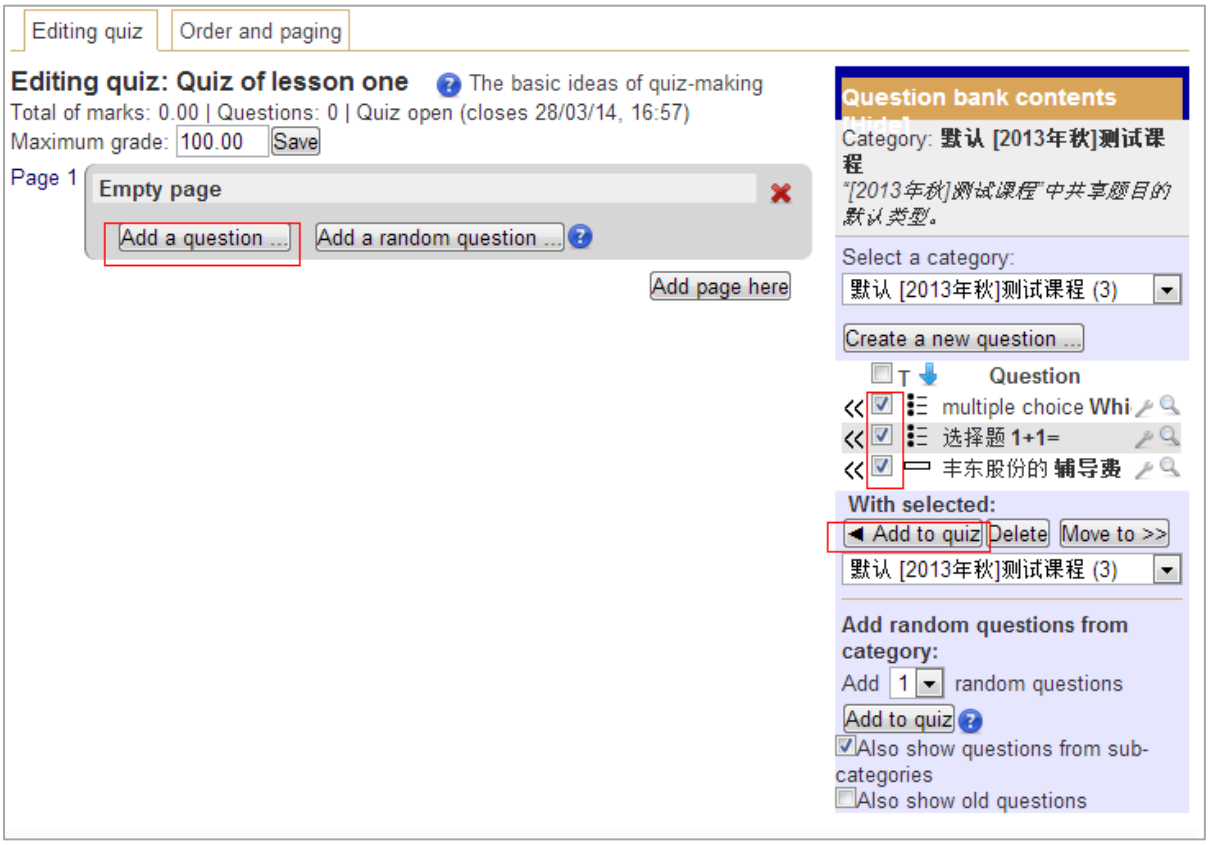


- Fill in other options according with the requirements, click the "Save and display" button.

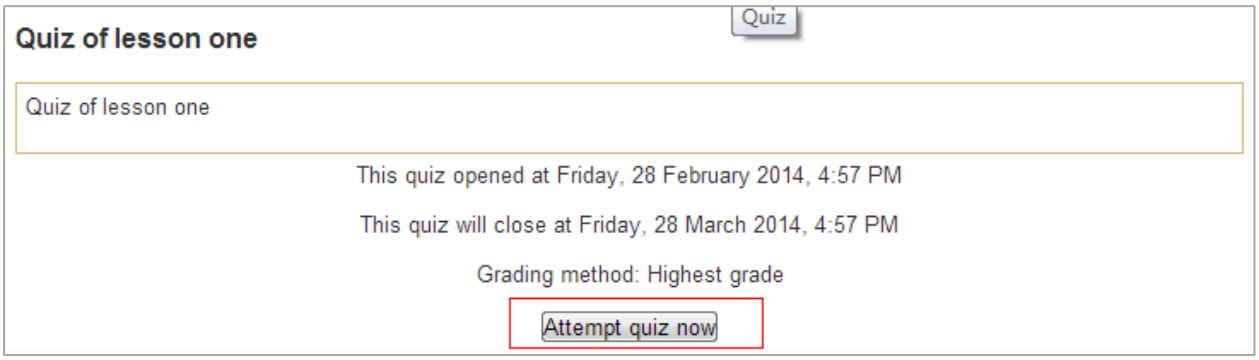
- Now edit the quiz:


Quiz of lesson one
Quiz of lesson one
This quiz opened at Friday, 28 February 2014, 4:57 PM
This quiz will close at Friday, 28 March 2014, 4:57 PM
Grading method: Highest grade
No questions have been added yet
Edit quiz
Back to the course

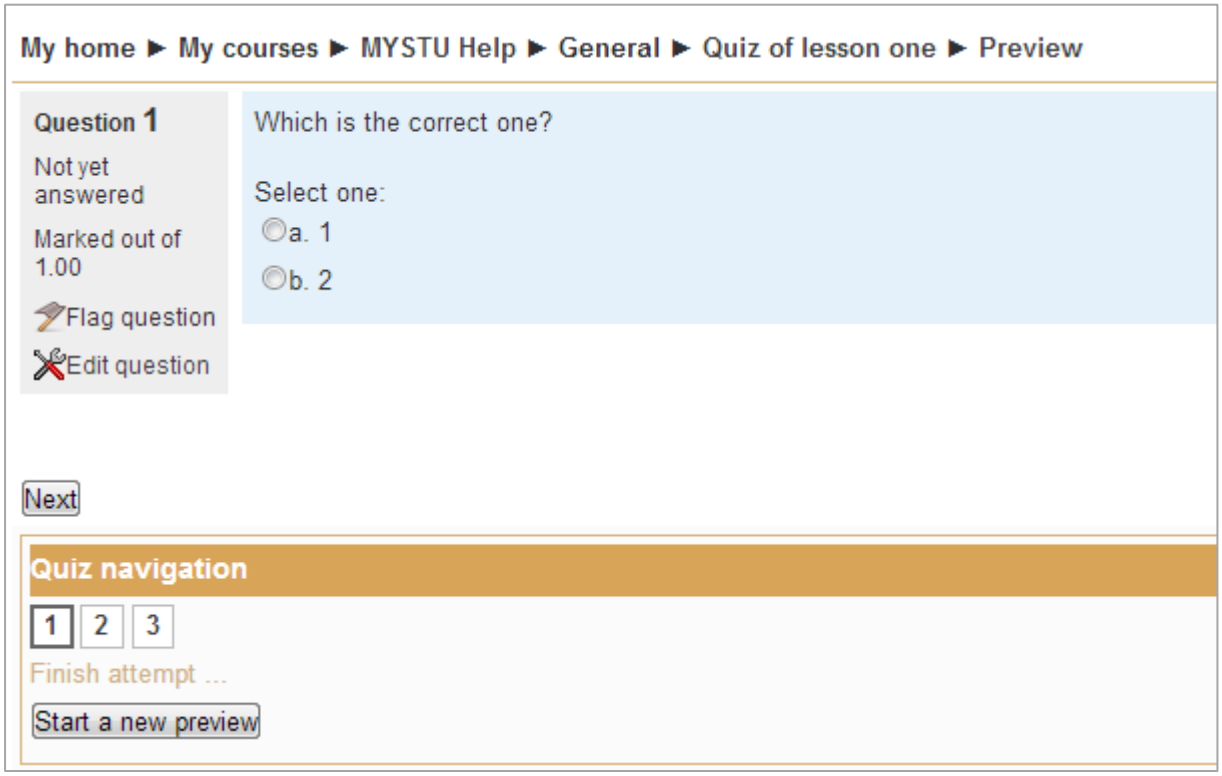
- Add a new question: you can either add from the Question bank or create a new quiz.



- After add the questions for the quiz, return to the quiz page and click “Attempt quiz now”.

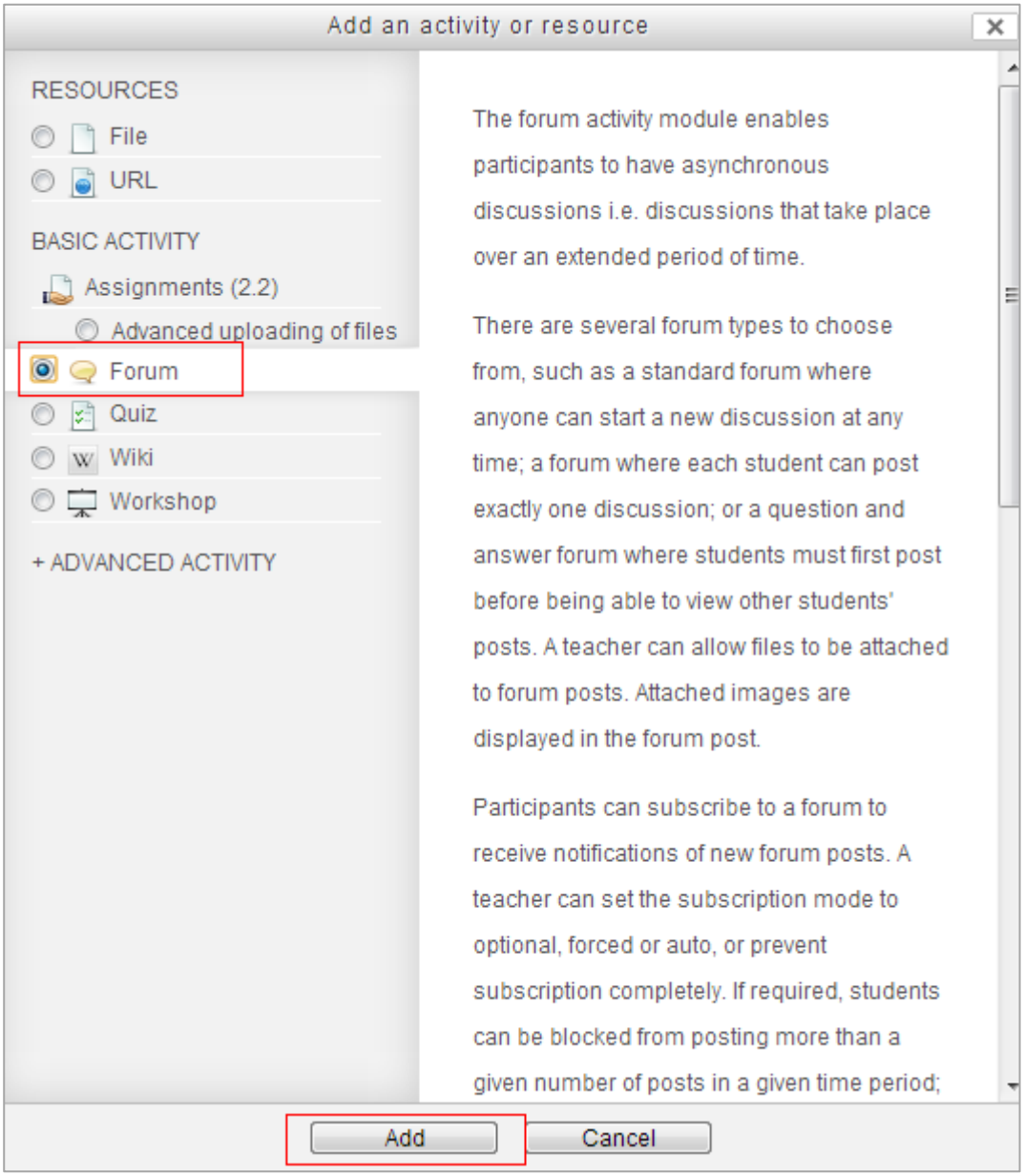

Quiz
Quiz of lesson one
Quiz of lesson one
This quiz opened at Friday, 28 February 2014, 4:57 PM
This quiz will close at Friday, 28 March 2014, 4:57 PM
Grading method: Highest grade
Attempt quiz now

- Now you can begin to answer the quiz.

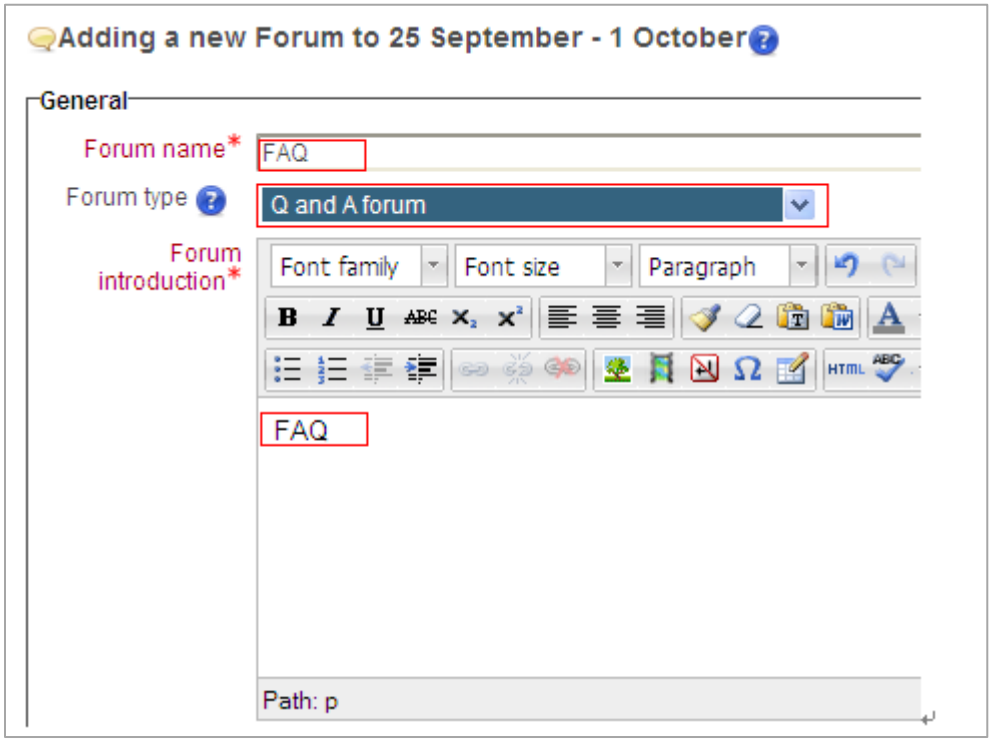


6.2.5Forum

- To build a forum for students to discuss the questions about the course. Under the menu "Add an activity or resource", choose the option "forum" to build it.

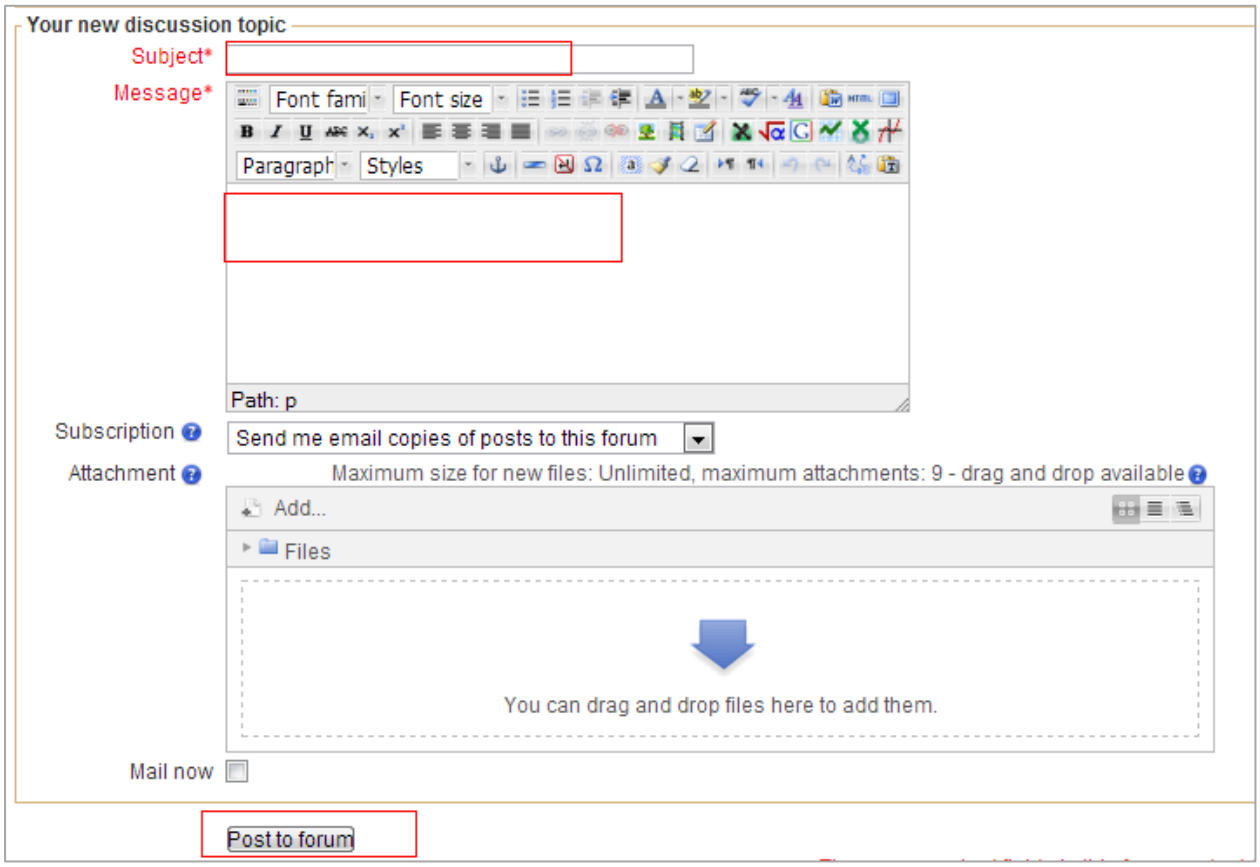

Add an activity or resource
RESOURCES
File
URL
BASIC ACTIVITY
Assignments (2.2)
Advanced uploading of files
Forum
Quiz
Wiki
Workshop
+ ADVANCED ACTIVITY
The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.
There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.
Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period;
Add
Cancel

- Fill in the forum name and introduction, and choose the forum type. Save and display.



- Now you can add a new question.

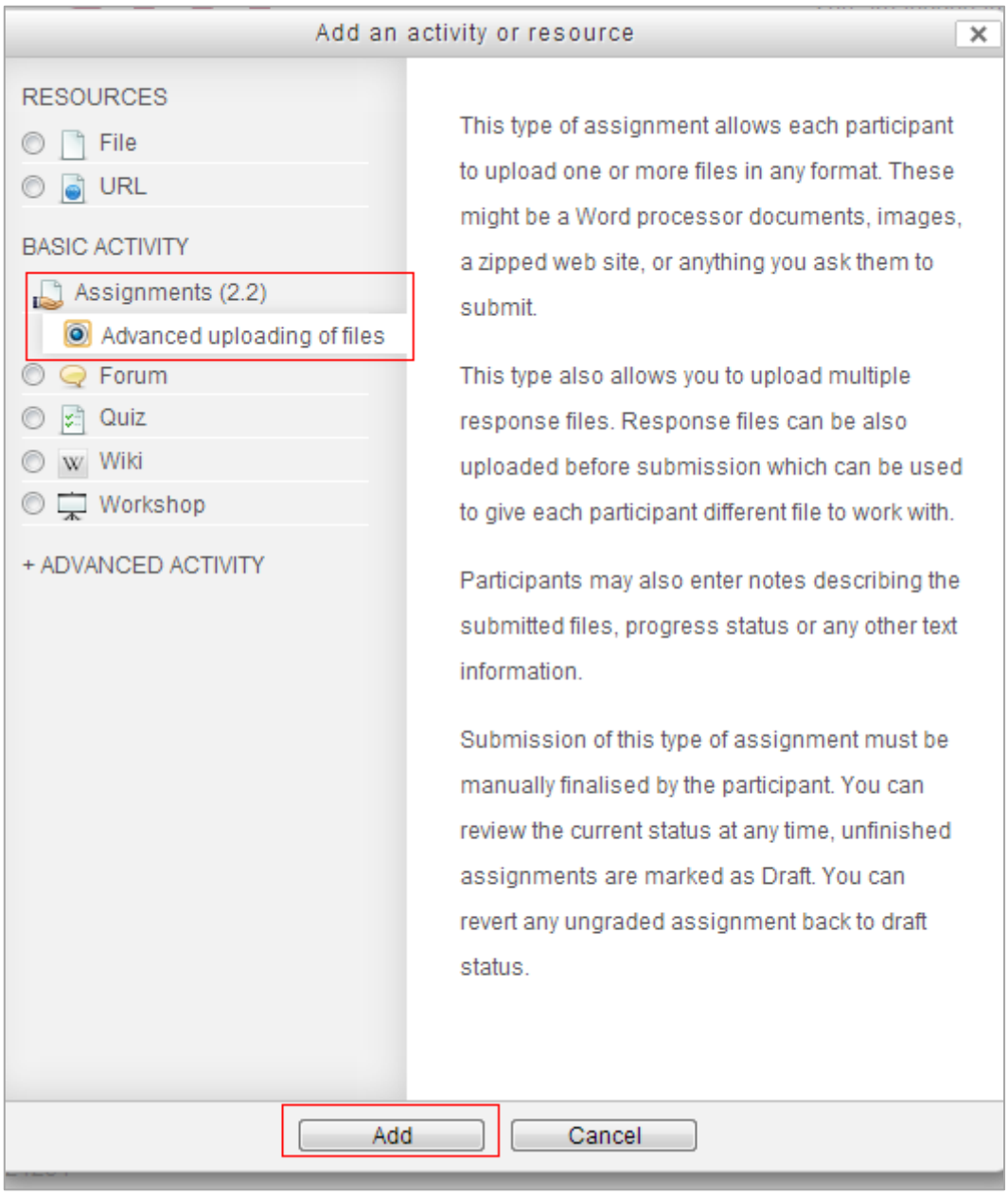
- Fill in the new topic of "Subject" and "Message", set up the other options if needed, and then click on "Post to Forum".



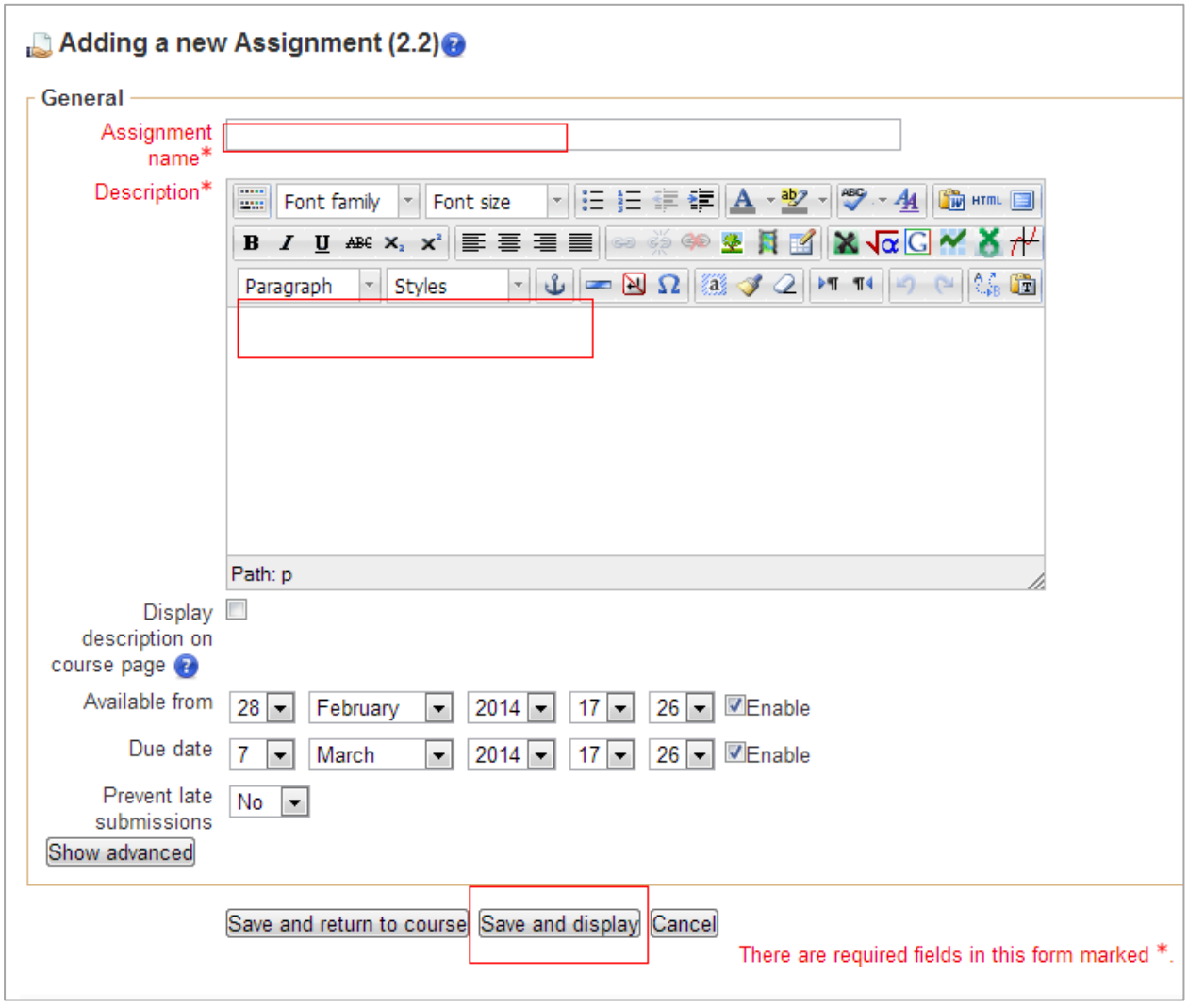
6.2.6 Assignments

6.2.6.a Set up assignments

- Click the button “Add an activity or resource”, choose the option “Assignments \ Advanced uploading of files”.

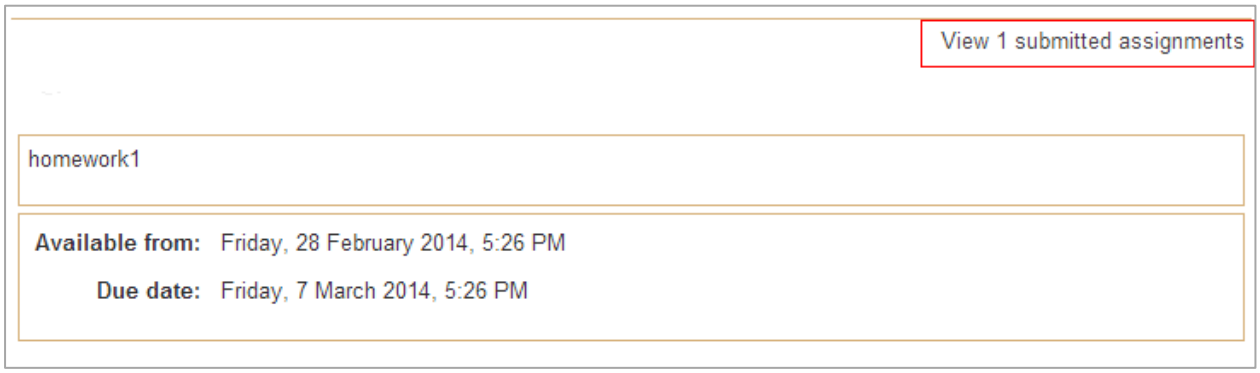

Add an activity or resource
RESOURCES
File
URL
BASIC ACTIVITY
Assignments (2.2)
Advanced uploading of files
Forum
Quiz
Wiki
Workshop
+ ADVANCED ACTIVITY
This type of assignment allows each participant to upload one or more files in any format. These might be a Word processor documents, images, a zipped web site, or anything you ask them to submit.
This type also allows you to upload multiple response files. Response files can be also uploaded before submission which can be used to give each participant different file to work with.
Participants may also enter notes describing the submitted files, progress status or any other text information.
Submission of this type of assignment must be manually finalised by the participant. You can review the current status at any time, unfinished assignments are marked as Draft. You can revert any ungraded assignment back to draft status.
Add
Cancel

- Fill in the assignment name and description, then click “Save and display”.

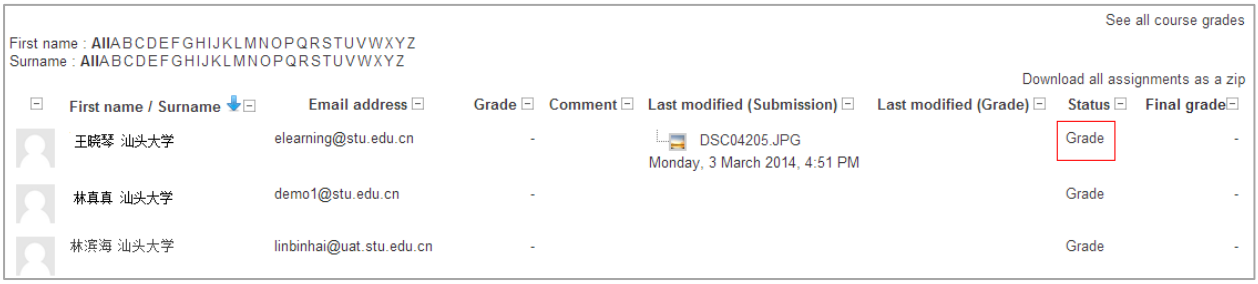


6.2.6.b Feedback

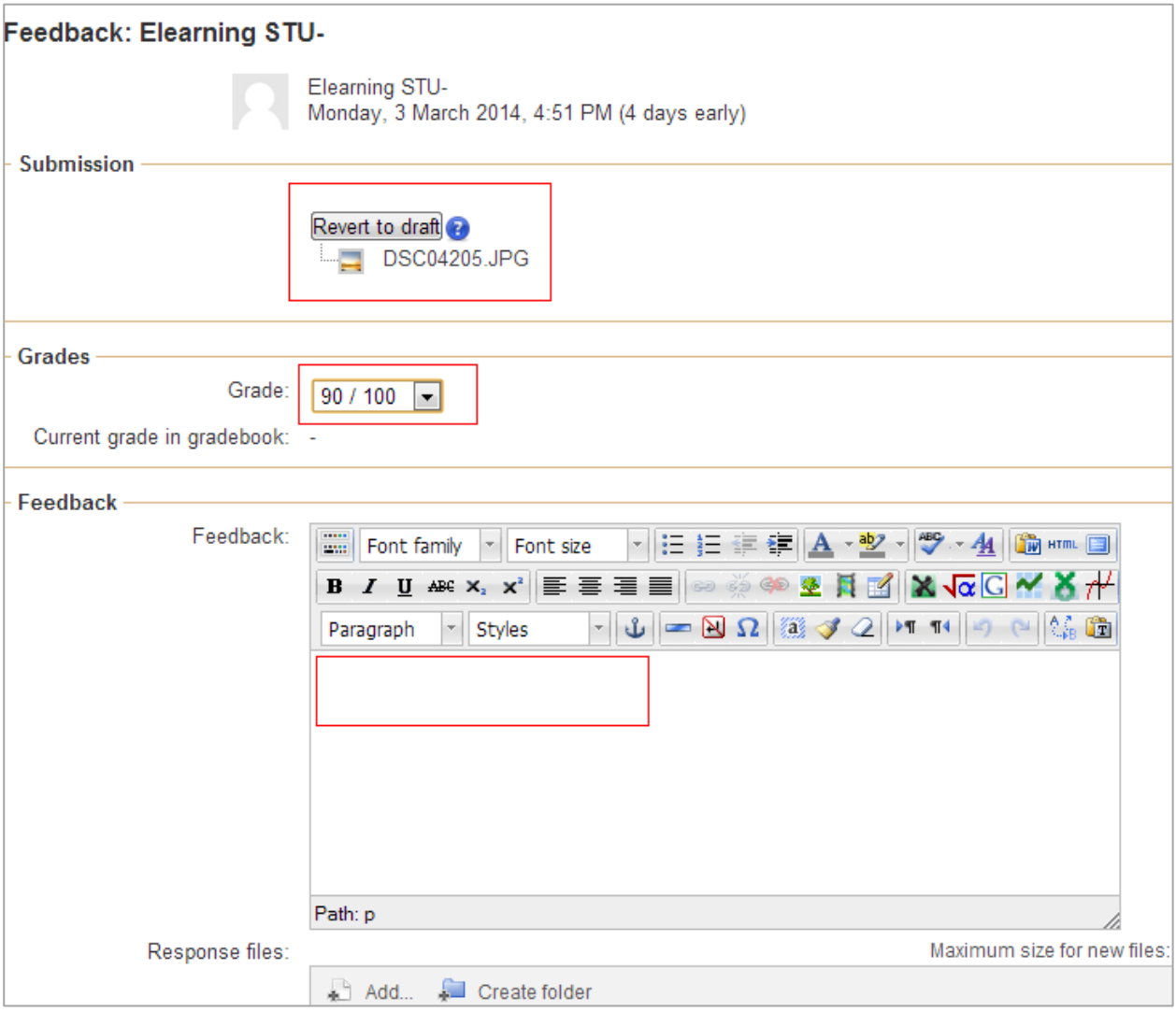
- Teachers click to enter the assignment page and view the submissions from students.


View 1 submitted assignments
homework1
Available from: Friday, 28 February 2014, 5:26 PM
Due date: Friday, 7 March 2014, 5:26 PM

- In the below page, click “Grade” to give feedback to the student:


See all course grades
First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Download all assignments as a zip
First name / Surname
Email address
Grade
Comment
Last modified (Submission)
Last modified (Grade)
Status
Final grade
王晓琴 汕头大学
elearning@stu.edu.cn
DSC04205.JPG
Monday, 3 March 2014, 4:51 PM
Grade
林真真 汕头大学
demo1@stu.edu.cn
Grade
林滨海 汕头大学
linbinhai@uat.stu.edu.cn
Grade

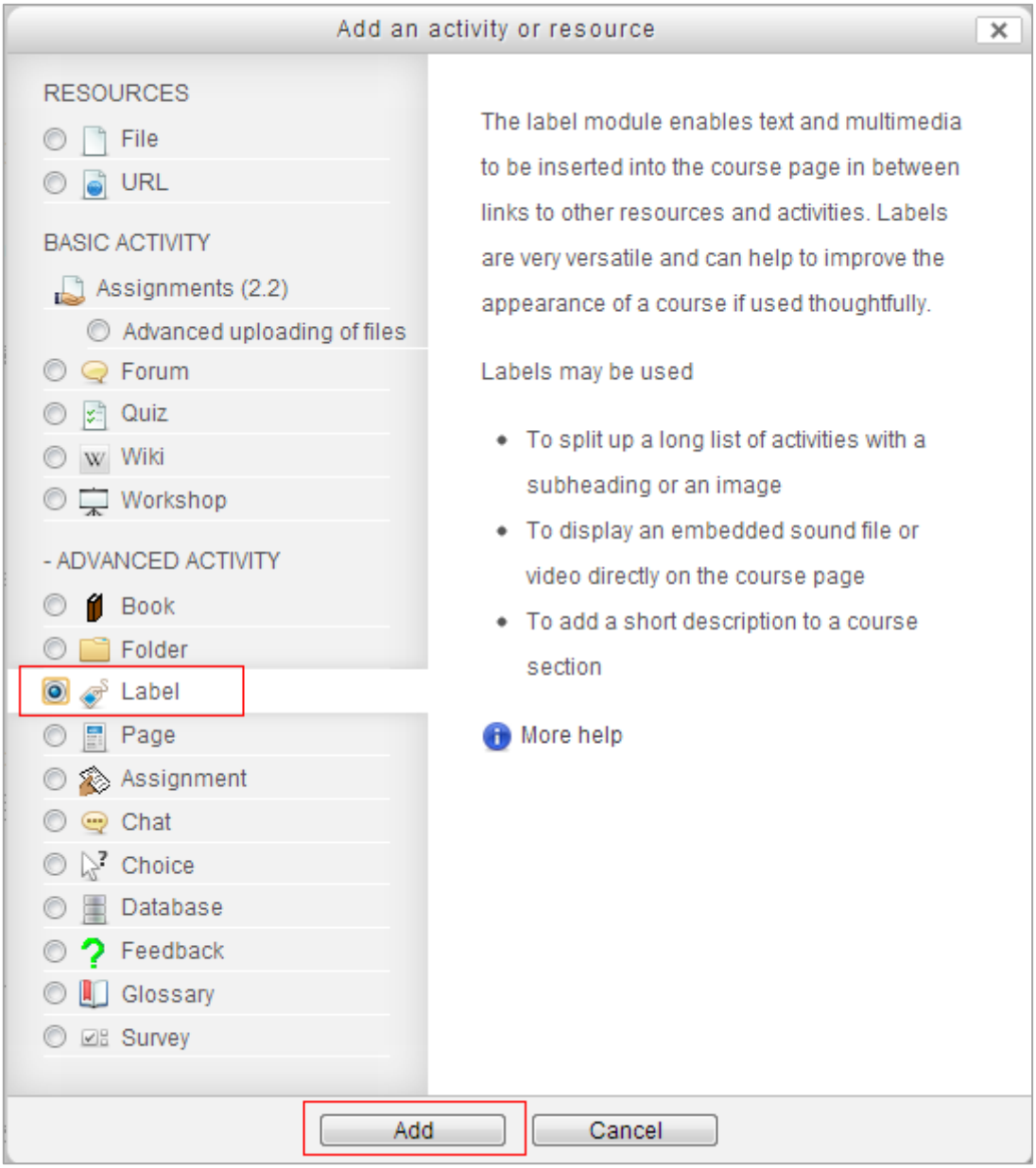
- In the Feedback page, download the submission, give a grade and a comment to the student, then save changes.



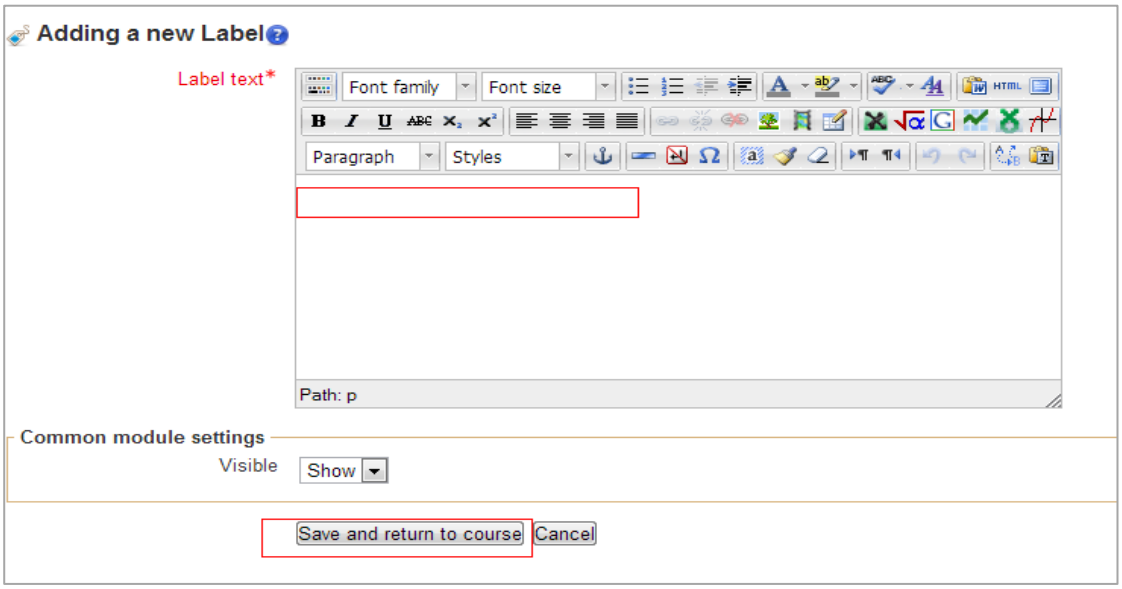
6.3 Advance Activities

6.3.1 Label

- The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully. Click "Add an activity or resource" button, "Advance activity" in the pop-up dialog box, and then select "Label":

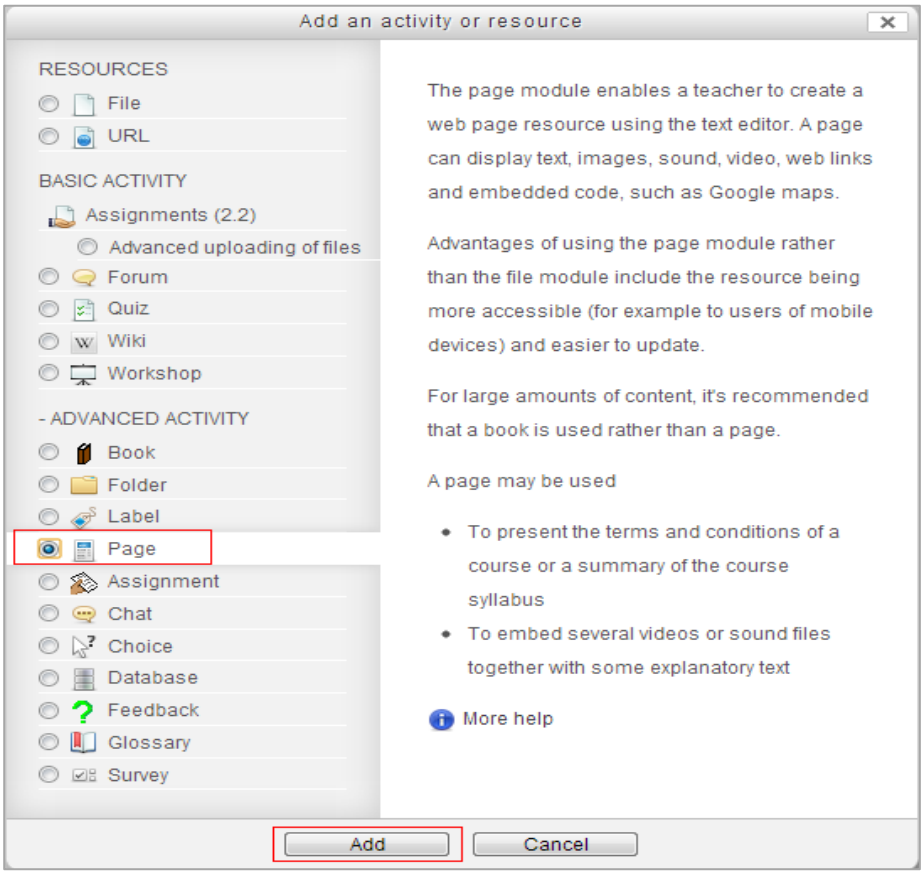


- In the label edit box, you can insert images, tables or direct the preparation of Webpage, click save and return to the course.

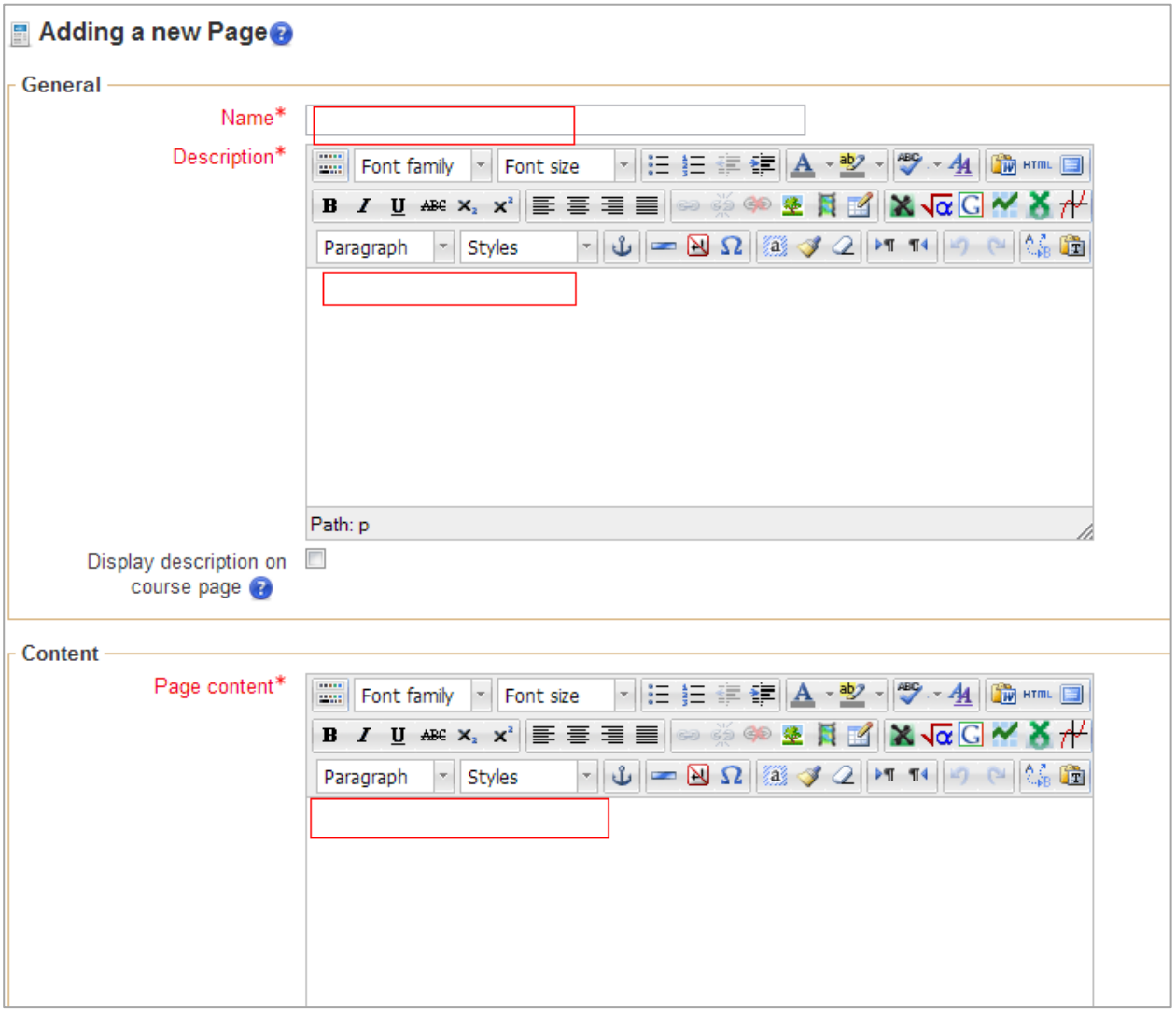


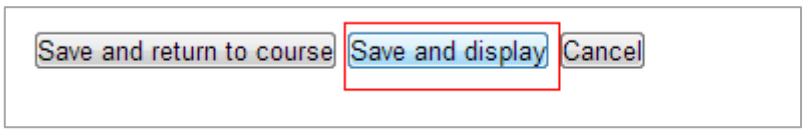
➢ 6.3.2 Page

We can add a page in the course. Click "Add an activity or resource" button, "Advance activity" in the pop-up dialog box, and then select "Page":


Add an activity or resource
RESOURCES
File
URL
BASIC ACTIVITY
Assignments (2.2)
Advanced uploading of files
Forum
Quiz
Wiki
Workshop
- ADVANCED ACTIVITY
Book
Folder
Label
Page
Assignment
Chat
Choice
Database
Feedback
Glossary
Survey
The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.
Advantages of using the page module rather than the file module include the resource being more accessible (for example to users of mobile devices) and easier to update.
For large amounts of content, it's recommended that a book is used rather than a page.
A page may be used
To present the terms and conditions of a course or a summary of the course syllabus
To embed several videos or sound files together with some explanatory text
More help
Add
Cancel

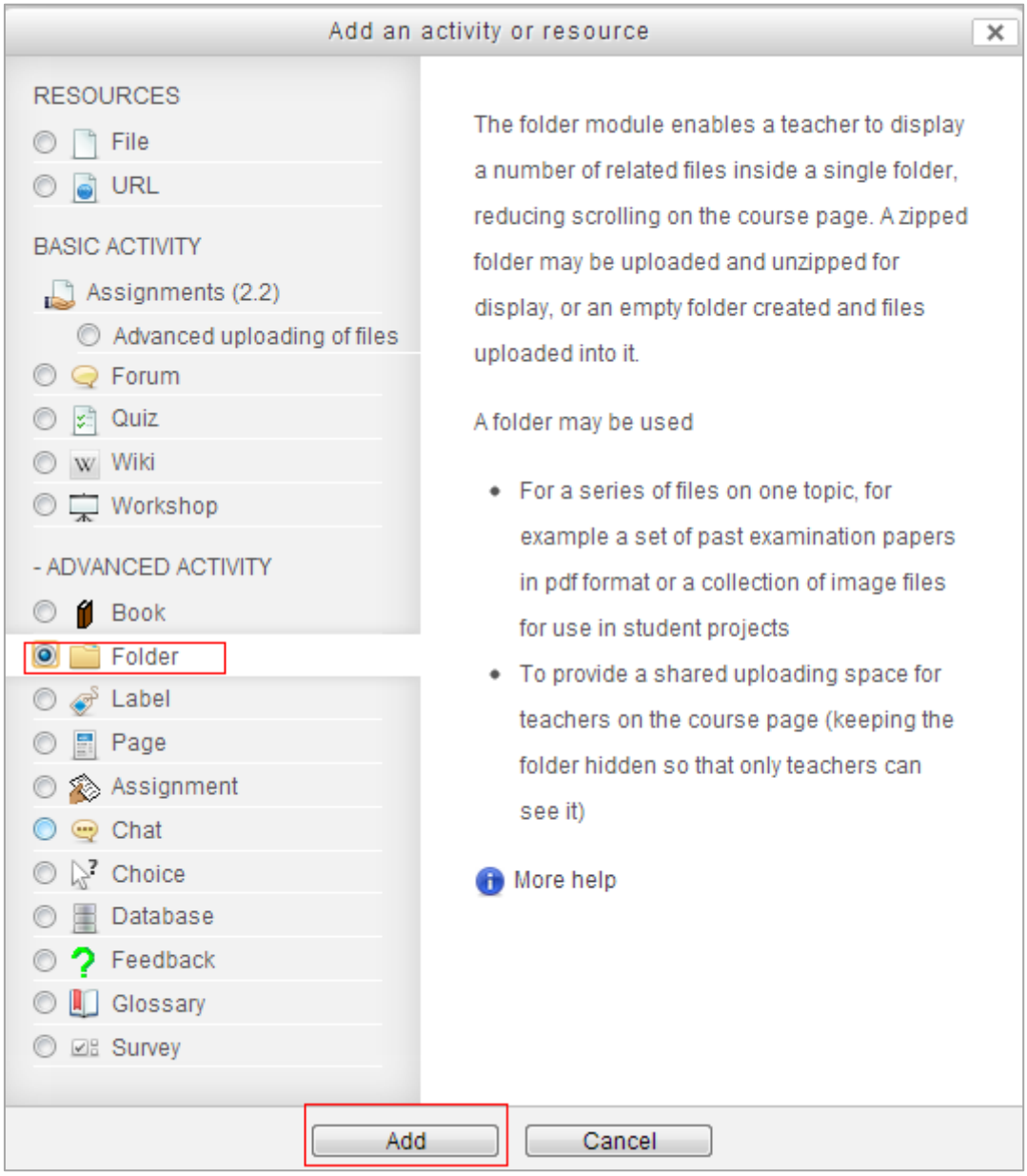
- And then fill in the name and description of the page, in the page content frame, insert text, pictures or using the HTML code to edit the Webpage. Click “Save and display”.



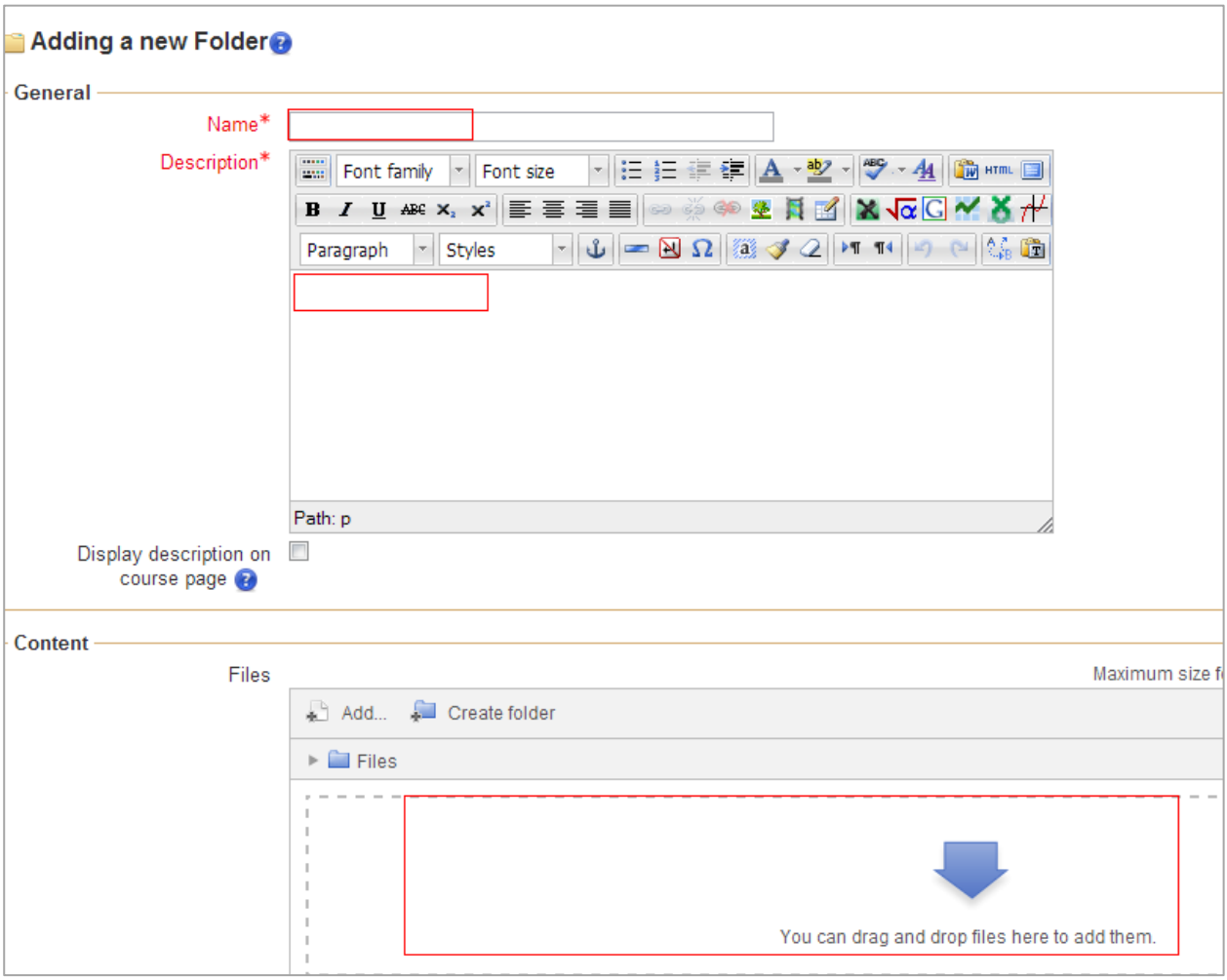


6.3.3 Folder

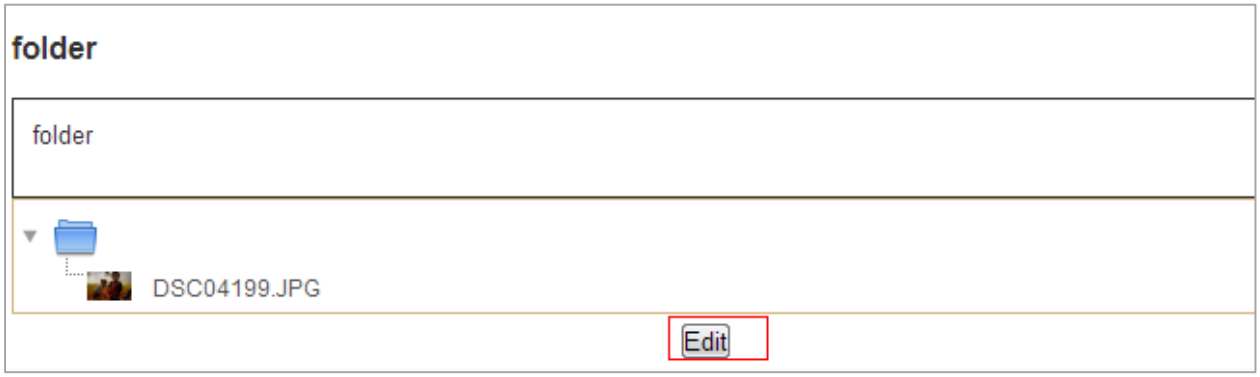
- Choose to add a folder, and then add the files in it. Click "Add an activity or resource" button, "Advance activity" in the pop-up dialog box, and then select "Folder":


Add an activity or resource
RESOURCES
File
URL
BASIC ACTIVITY
Assignments (2.2)
Advanced uploading of files
Forum
Quiz
Wiki
Workshop
- ADVANCED ACTIVITY
Book
Folder
Label
Page
Assignment
Chat
Choice
Database
Feedback
Glossary
Survey
The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.
A folder may be used
For a series of files on one topic, for example a set of past examination papers in pdf format or a collection of image files for use in student projects
To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)
More help
Add
Cancel

- Fill in the name and description of the folder, and then add files in it, Click “Save and display”.



- If you want to amend the content of the folder, click “Edit”.



6.3.4 Chat Room

- Click "Add an activity or resource" button, "Advance activity" in the pop-up dialog box, and then select "Chat":

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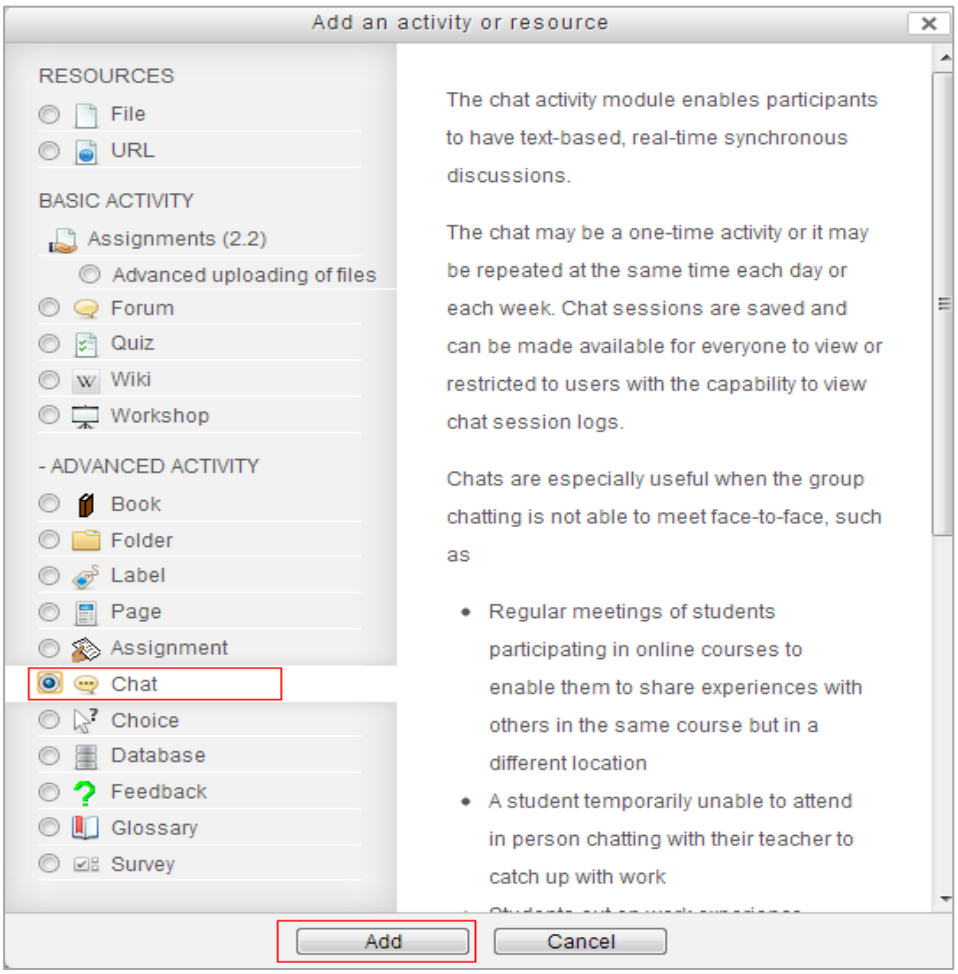
Add an activity or resource
RESOURCES
File
URL
BASIC ACTIVITY
Assignments (2.2)
Advanced uploading of files
Forum
Quiz
Wiki
Workshop
- ADVANCED ACTIVITY
Book
Folder
Label
Page
Assignment
Chat
Choice
Database
Feedback
Glossary
Survey
The chat activity module enables participants to have text-based, real-time synchronous discussions.
The chat may be a one-time activity or it may be repeated at the same time each day or each week. Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs.
Chats are especially useful when the group chatting is not able to meet face-to-face, such as
Regular meetings of students participating in online courses to enable them to share experiences with others in the same course but in a different location
A student temporarily unable to attend in person chatting with their teacher to catch up with work
Add
Cancel

Fill in the "Chat room name" and "Introduction", to set the various options, click “Save and display”.

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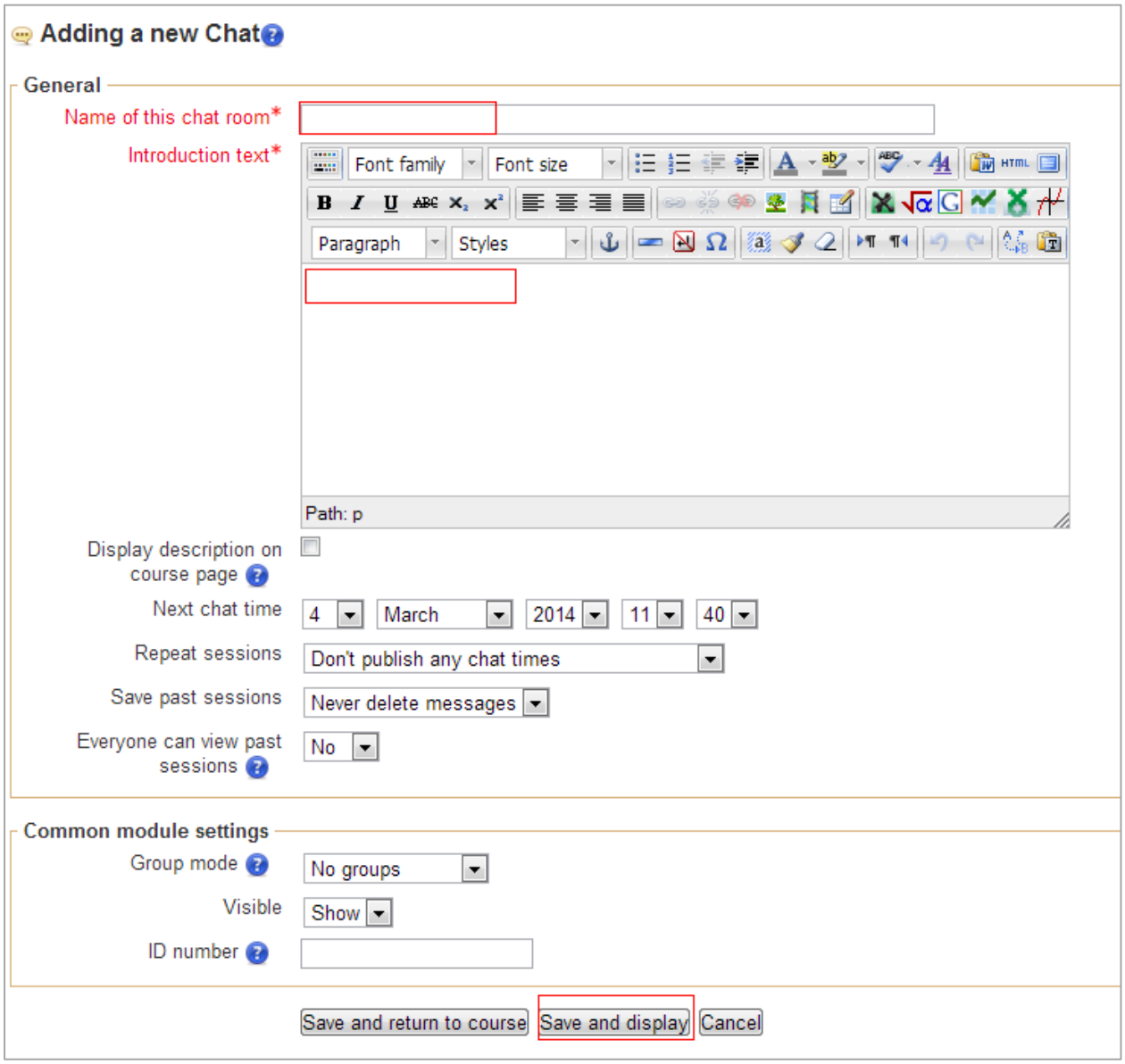
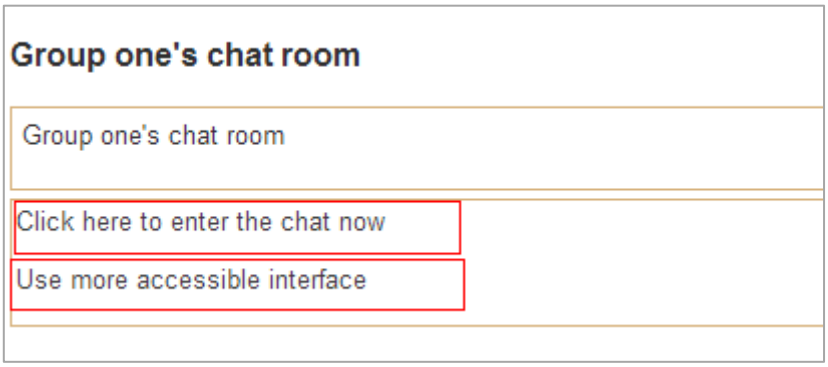
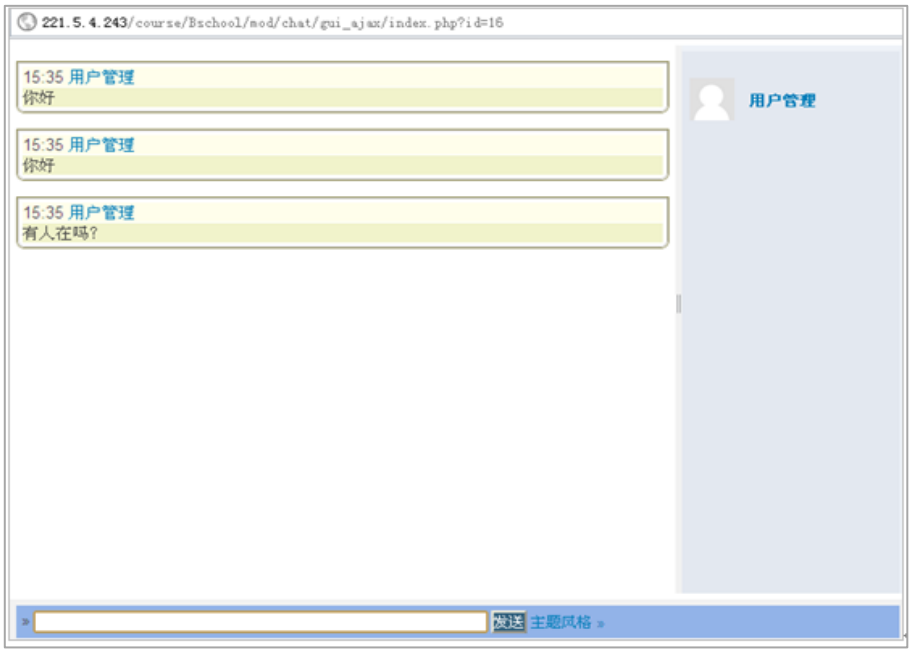


- Now we can see the following page, click "enter the chat room" or "use more accessible interface" button can enter the chat.

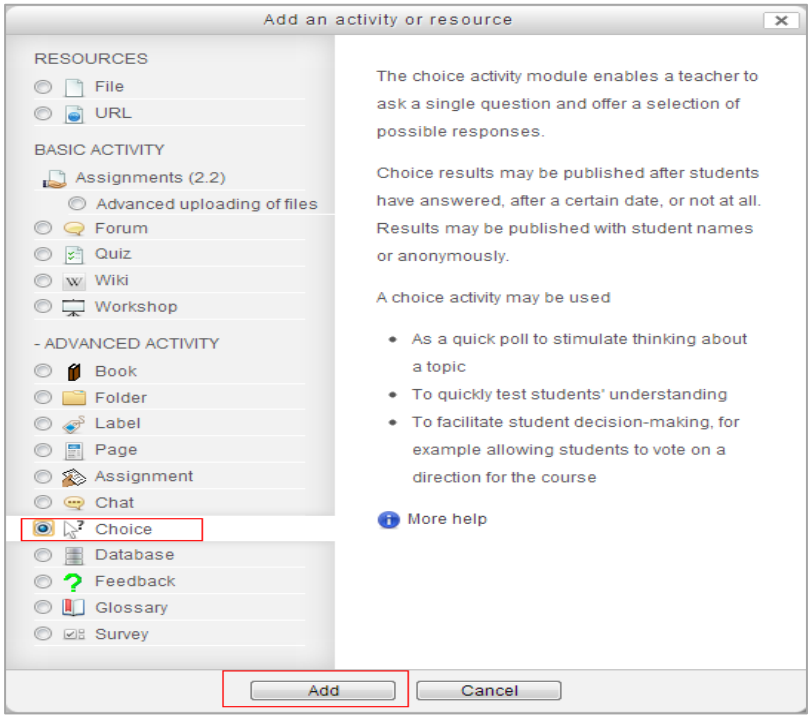


- The chat room layout as below:



➢ 6.3.5 Choice

The choice activity module enables a teacher to ask a single question and offer a selection of possible responses. Click "Add an activity or resource" button, "Advance activity" in the pop-up dialog box, and then select the "Choice" option:



Fill in the choice name, introduction text and options.

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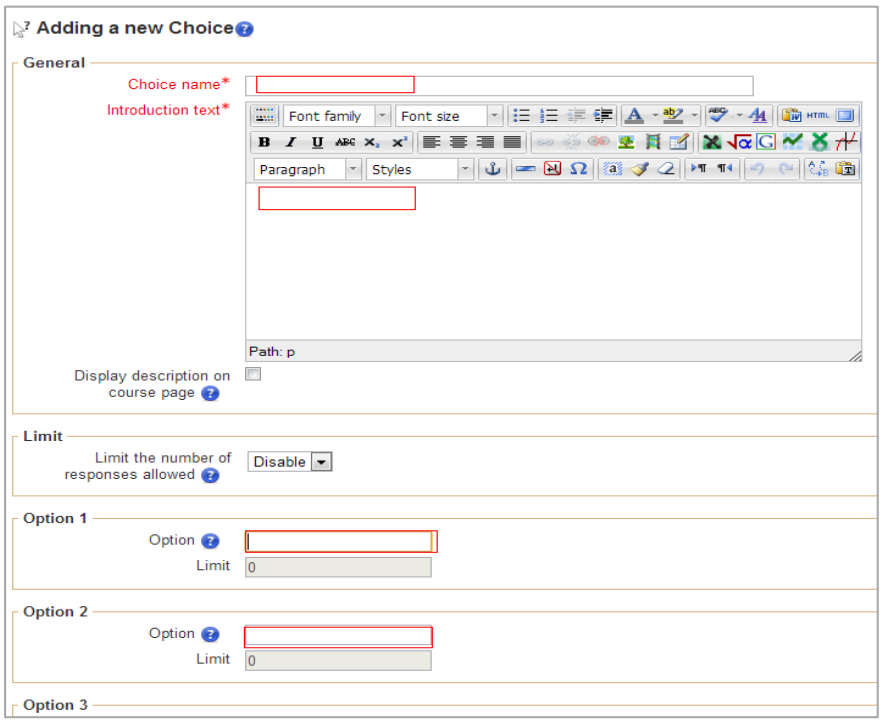
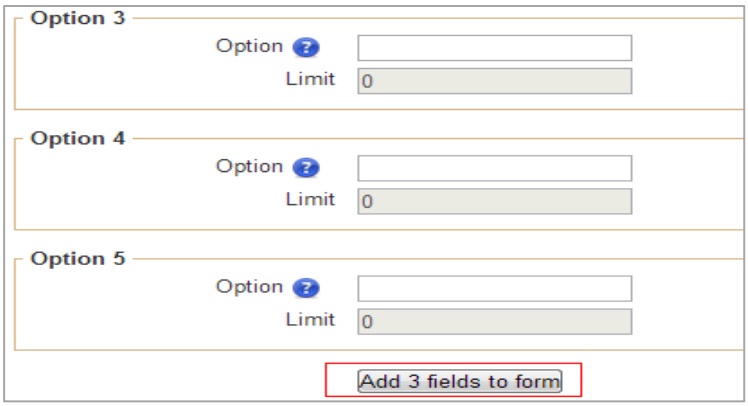
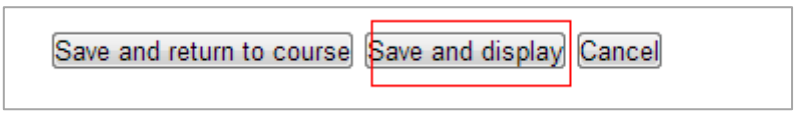


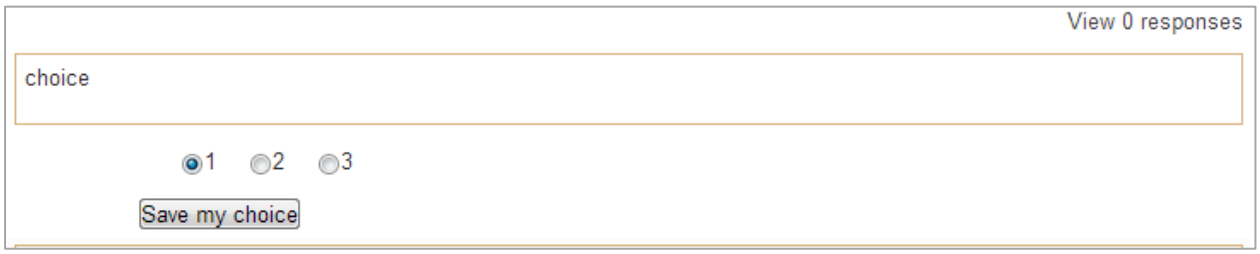
- You can entry any number of options, the blank options will be ignored. If you need more than 8 options, click "Add 3 fields to form".



- Set up the other options, click “Save and display”.



- Below is the preview screen:



6.3.6 Survey

- The survey activity module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments. A teacher can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.

- Simply click “Add an activity or resource ” button, "Advance activity" in the pop-up dialog box, and then select the "Survey" option:

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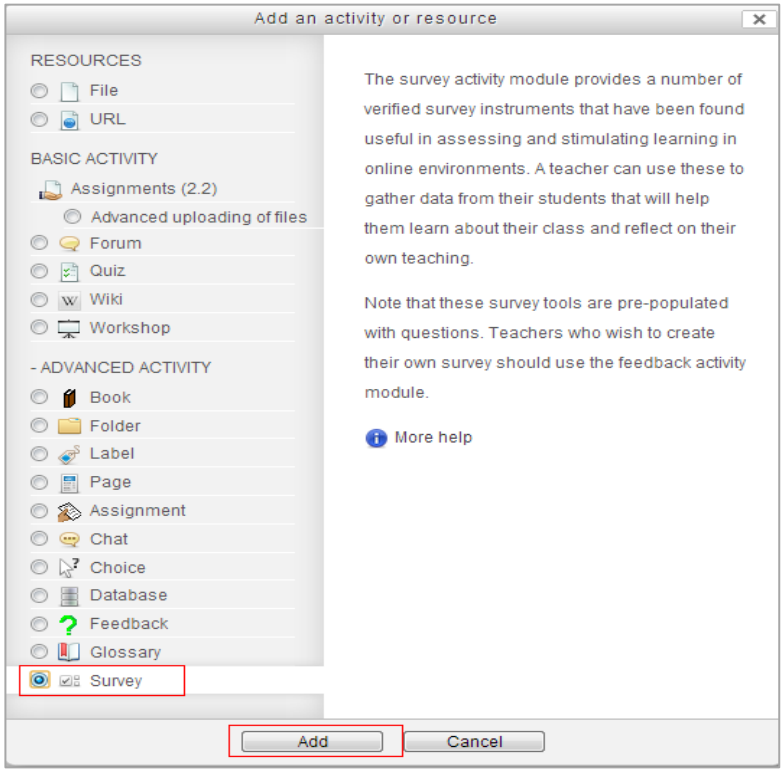

- Fill in the name and choose the “Survey type”, click Save and display：

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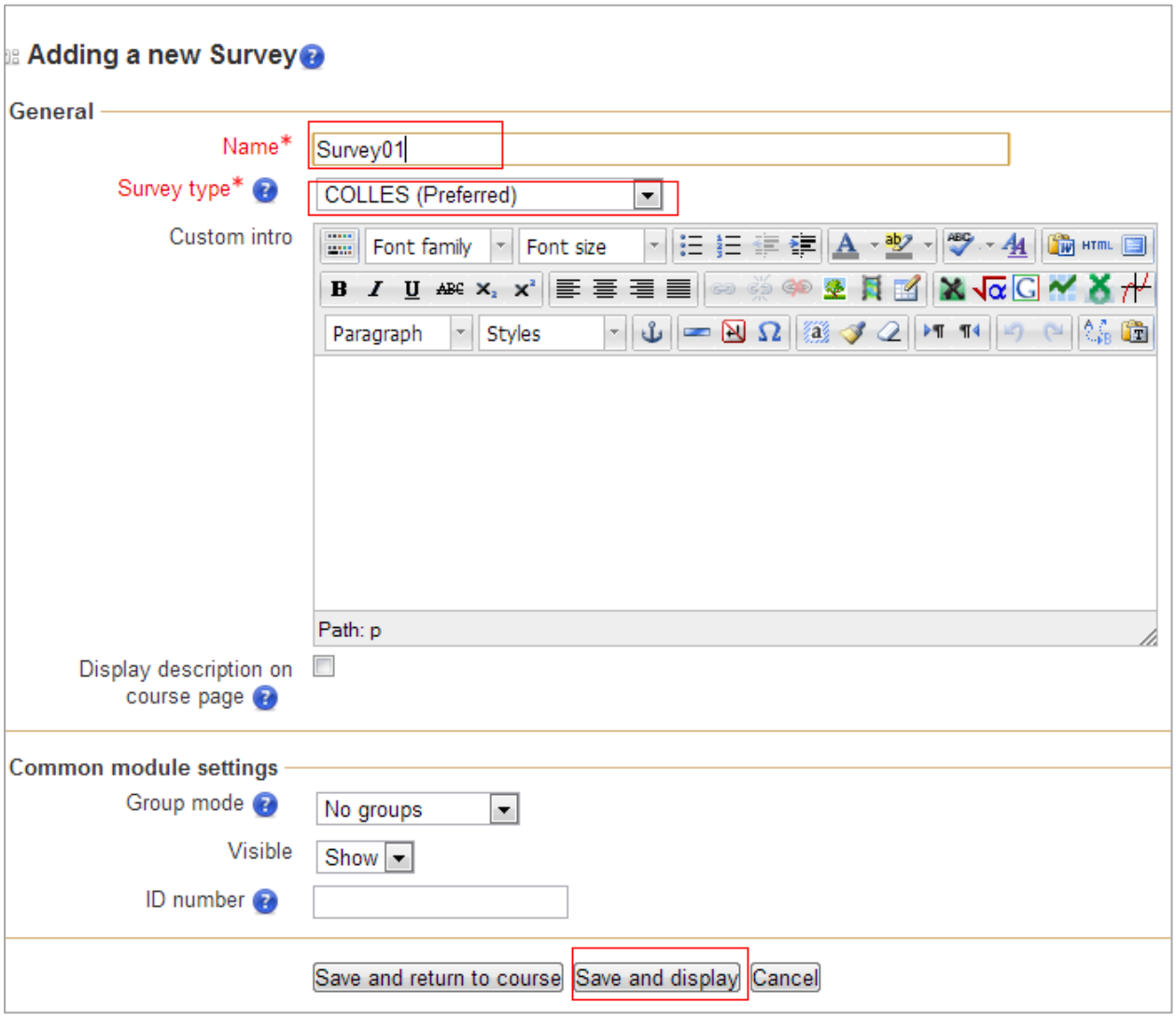
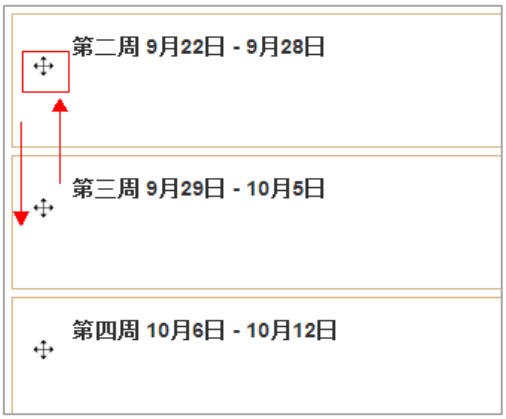


6.4 Other features

6.4.1 Week of adjustment

- There is a "mobile" button in the module of every week, click the button and drag the mouse can freely adjust the module orders.



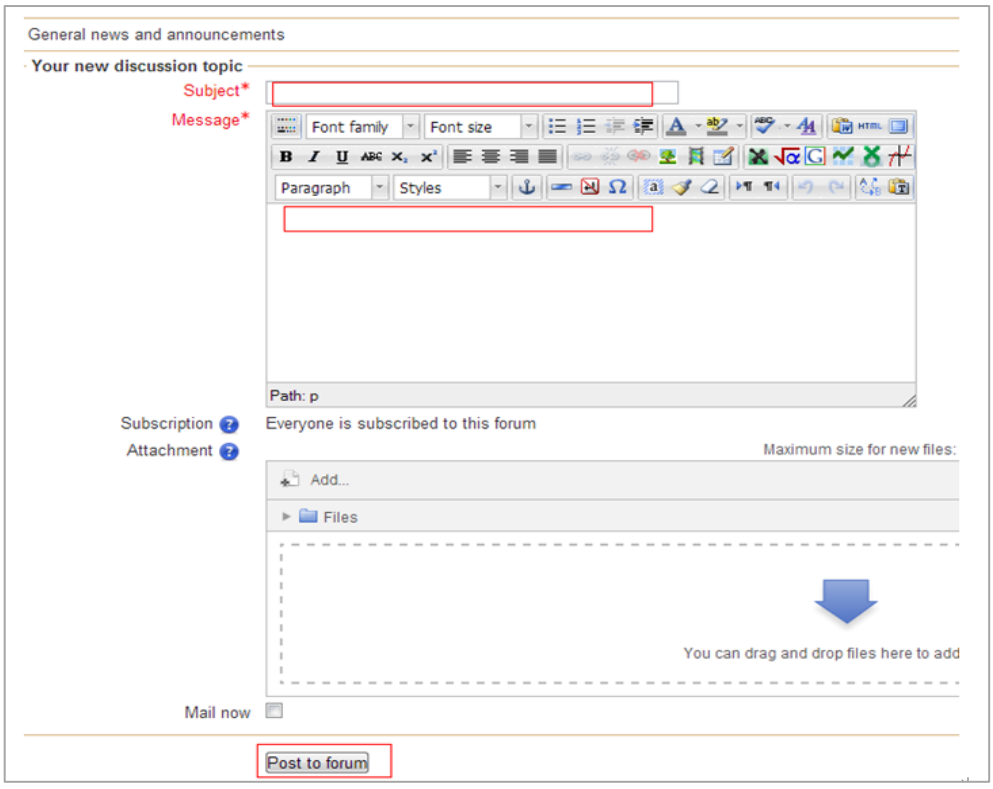
6.4.2 Moving or hiding files

- Move your mouse to the course materials, a list of icon will be appeared ,
  - click button and allow moving the material up or down by dragging the mouse;
  - click button to move right or left;
  - click button o hide or display the information, etc.

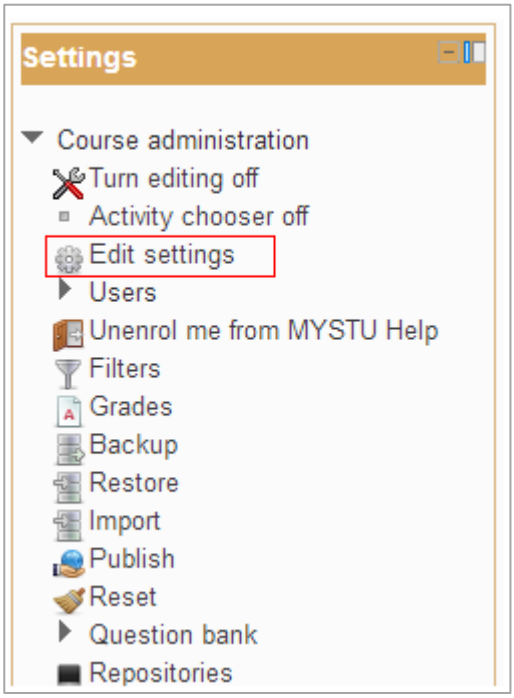
6.4.3 Announcement

- In the top of the course, there's a module of Announcement, teachers can release news and notifications.

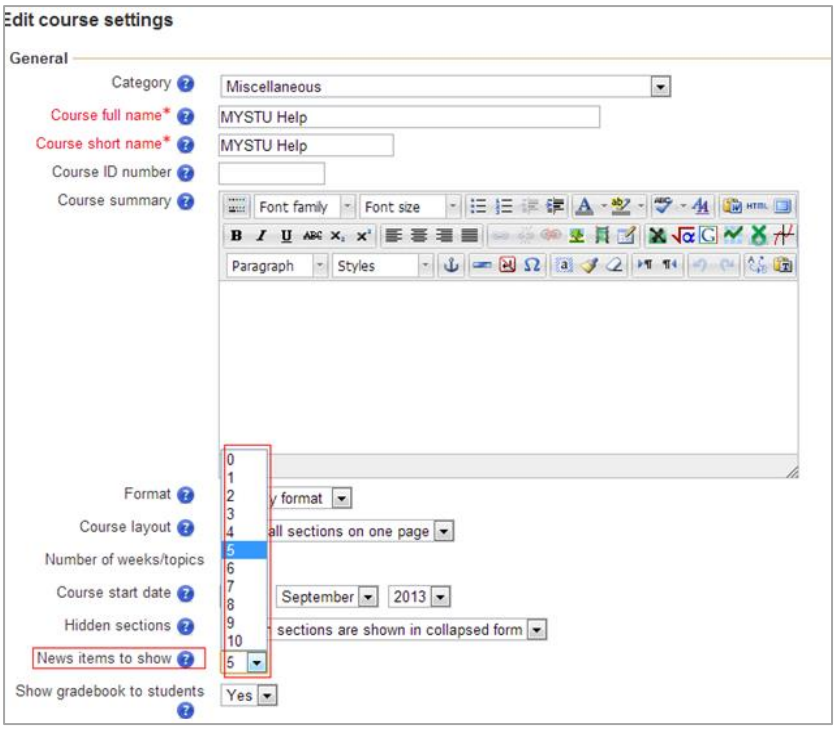
- Now enter the announcement discussion, click "add a new topic", fill in the subject and message, and then "Post to forum".



- The number of notice displays on the part can be changed in the setting..
- Turn to menu Setting ->Course administration ->Edit settings:

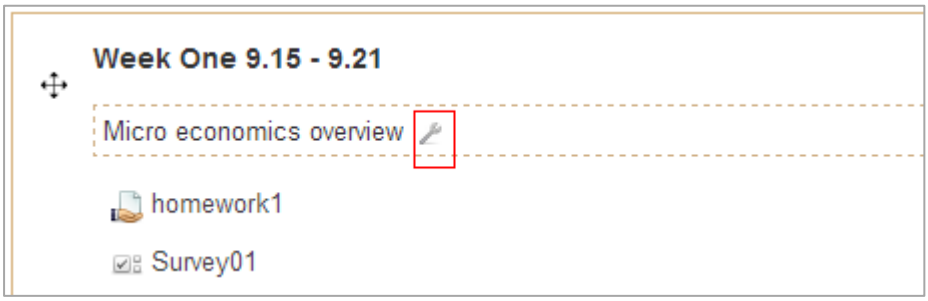


- Choose the number of “News items to show” & click Save changes.

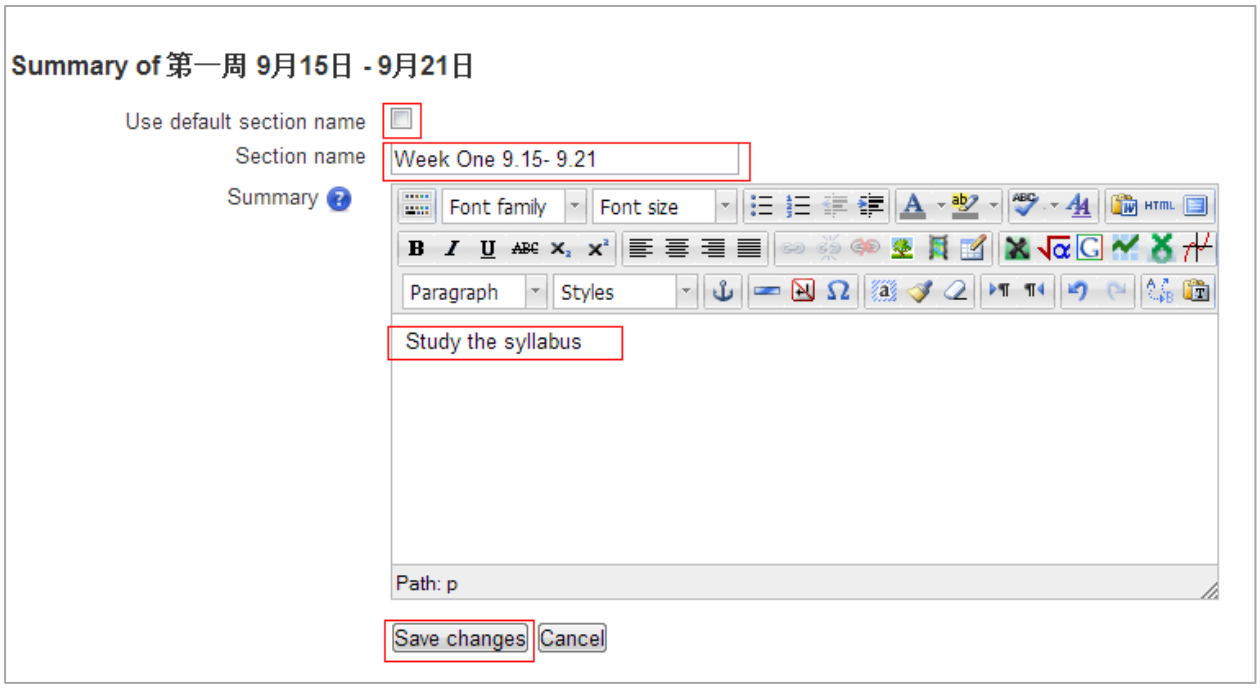


6.4.4 Arrange teaching progress

- The default display for the course is by week, teacher can add description for each week, and can click the edit icon to modify the course:



- In the edit summary page, input section name (need to disable "use the default section name" box), summary information (input teaching plan, teaching arrangement and other information), click "Save Changes".



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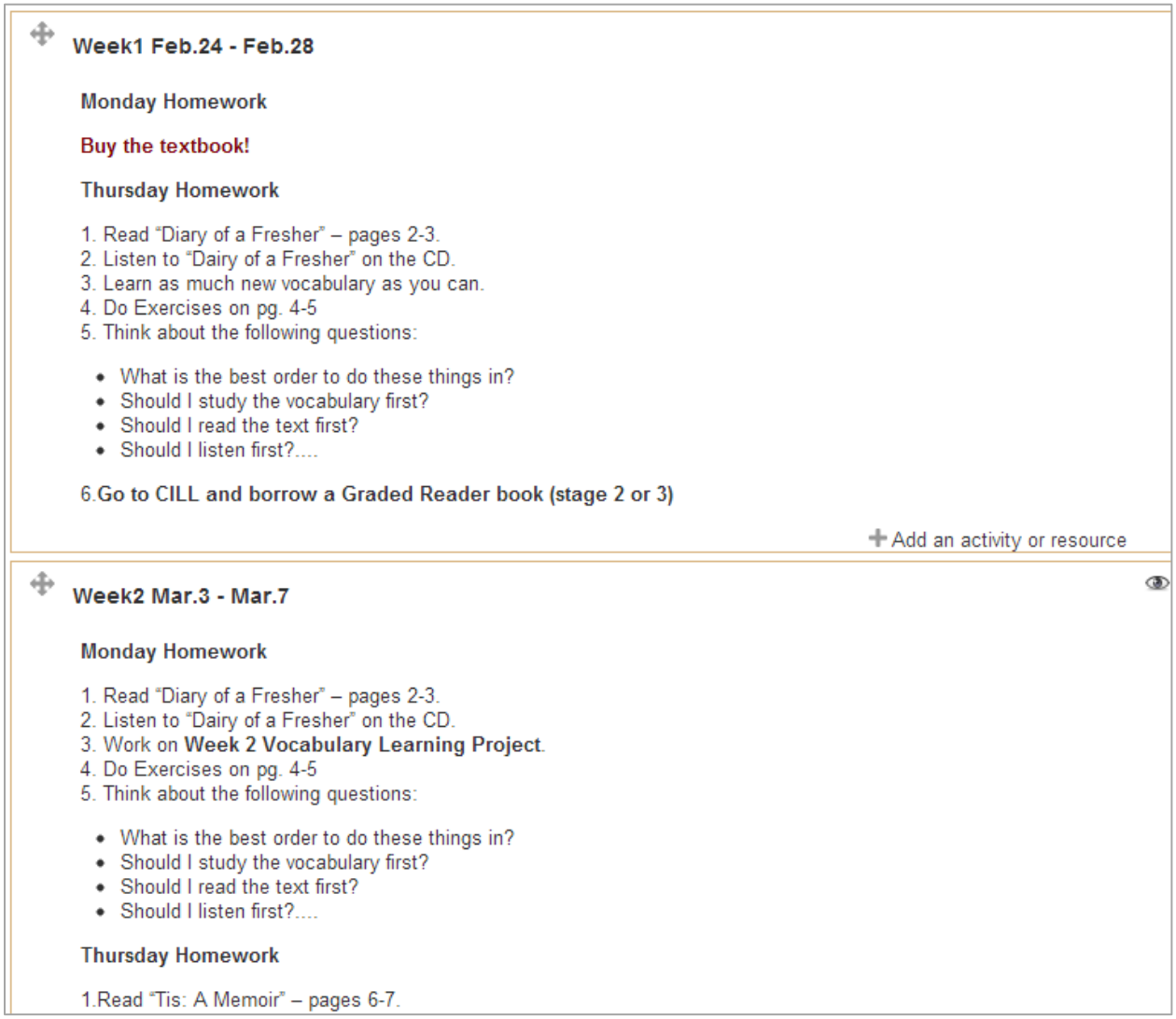
- Modified the descriptions of several weeks, the display effect is as follows, now we can see the teaching plan and the schedule of this semester as a panoramic view.



Week1 Feb.24 - Feb.28

Monday Homework

Buy the textbook!

Thursday Homework

1. Read "Diary of a Fresher" – pages 2-3.
2. Listen to "Dairy of a Fresher" on the CD.
3. Learn as much new vocabulary as you can.
4. Do Exercises on pg. 4-5
5. Think about the following questions:

- What is the best order to do these things in?
- Should I study the vocabulary first?
- Should I read the text first?
- Should I listen first?....

6.**Go to CILL and borrow a Graded Reader book (stage 2 or 3)**

Add an activity or resource

Week2 Mar.3 - Mar.7

Monday Homework

1. Read "Diary of a Fresher" – pages 2-3.
2. Listen to "Dairy of a Fresher" on the CD.
3. Work on **Week 2 Vocabulary Learning Project**.
4. Do Exercises on pg. 4-5
5. Think about the following questions:

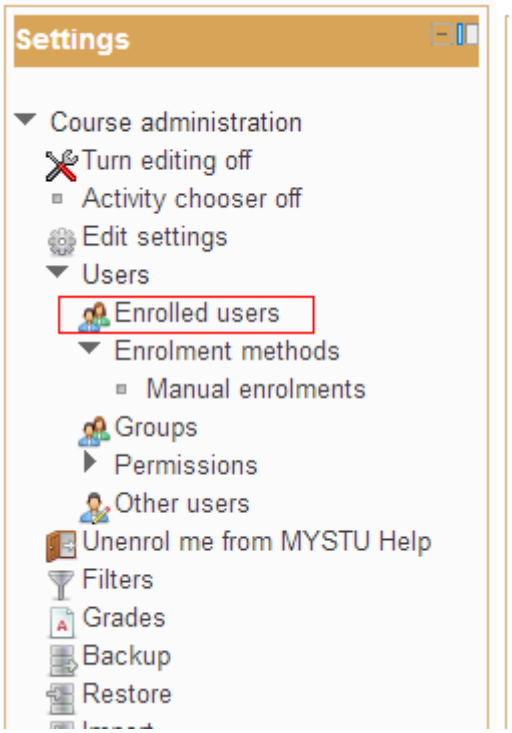
- What is the best order to do these things in?
- Should I study the vocabulary first?
- Should I read the text first?
- Should I listen first?....

Thursday Homework

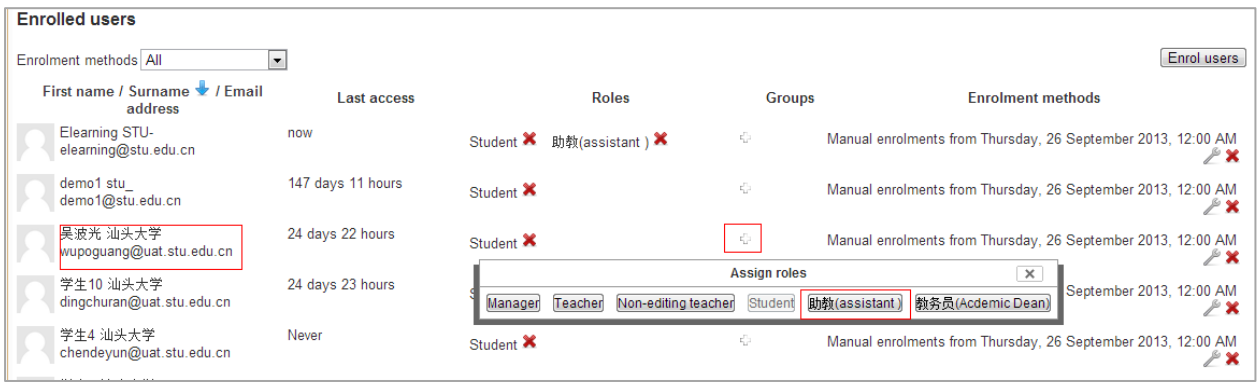
1.Read "Tis: A Memoir" – pages 6-7.

6.4.5 Add assistants

- With the concept of roles control the power of Moodle, the default roles in course are "teachers" and "students". If need to add "Assistant", please follow the steps as below:
  - First enter the course, go to menu Setting ->Course administration ->Users->Enrolled users:



- In the page, if you want to enroll 吴波光 to be your assistant, click the "+"button which under the "Group", and then click "assistant" to assign the role for him.



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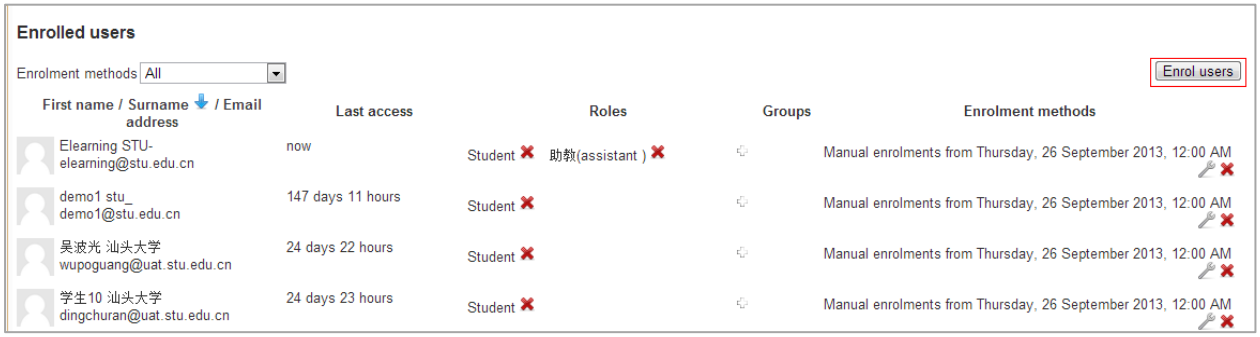
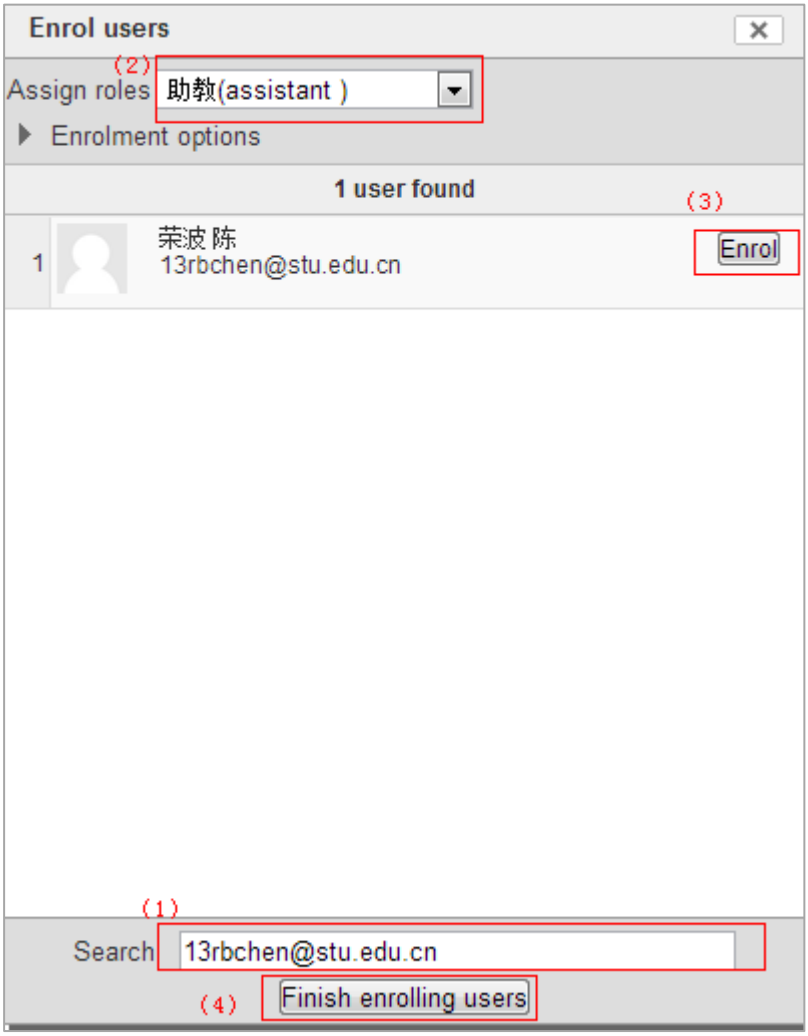
- If your assistant is not in the list, please click “Enroll users”:



- (1) In the search box, enter the account that you want to add
- (2) choose the role that you want to assign
- (3) Click “Enrol” and “Finish enrolling users” to complete the process



6.4.6 Question bank

- Enter the course, find the menu Settings->Course administration ->Question bank

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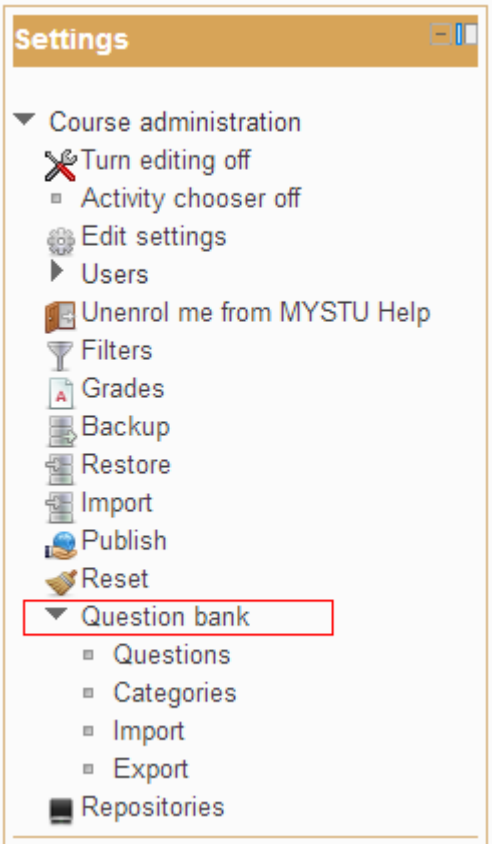
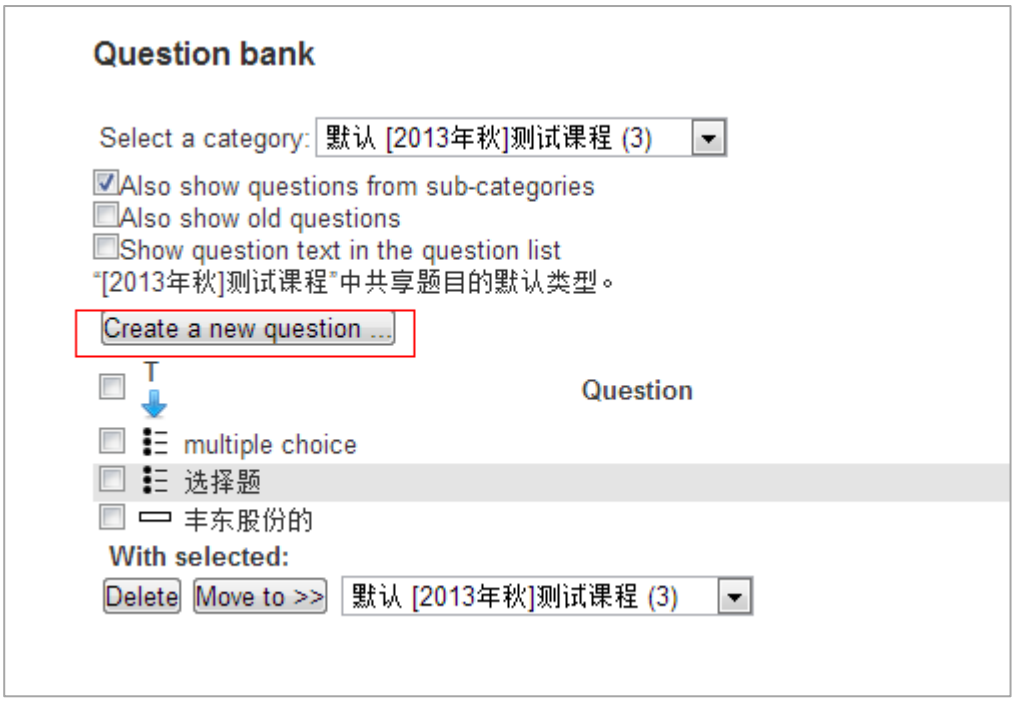
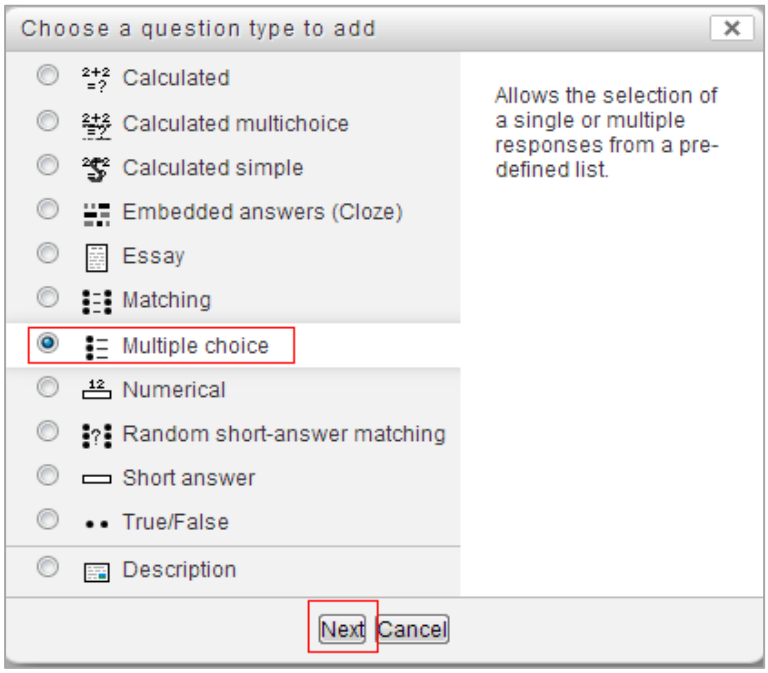


- In question bank, click to create a new question. Now we show how to establish several types of questions:

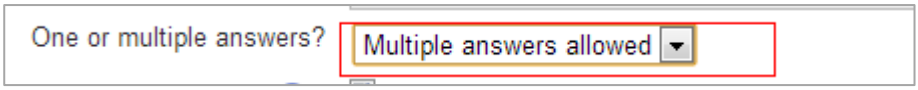


6.4.6.a Multiple choice

- How to create a multiple choice question. After clicking to create a new question, in the pop-up box, choose "Multiple choice", click the "Next" button to enter the next step.

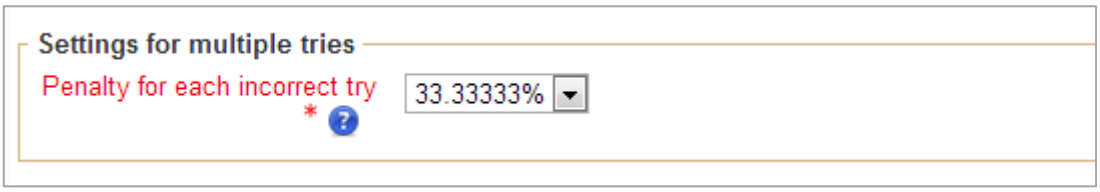


- Fill in the question name, question text, choose the option like follow:



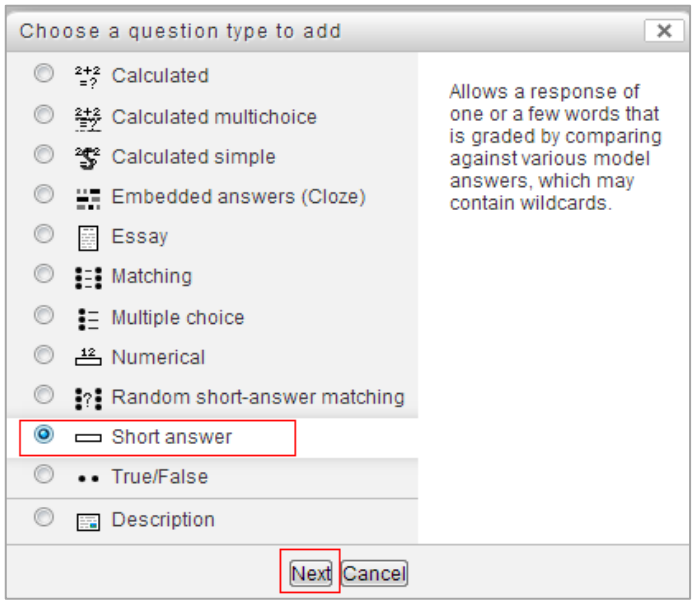
- Setting each answer for the multiple choices, pay attention to that the scores of correct answers are 100%, and each wrong answer's score is 0. For example, a multiple-choice question has two answers and two wrong answers, each correct answer score of 50%, and every wrong answer’s score of 0.

- The student are allow to retake the question and this option controls how much they are penalized for each incorrect try.



6.4.6.b Short answer

- Click creates a new question, in the box choose “short answer”, then “Next”:



- Fill in the title, subject content, and the feedback which students see after submitting answers.
  - Choose if the answer is case sensitive or not.
  - Set the correct answer, the score sets to 100%.
  - Click”Save changes”.

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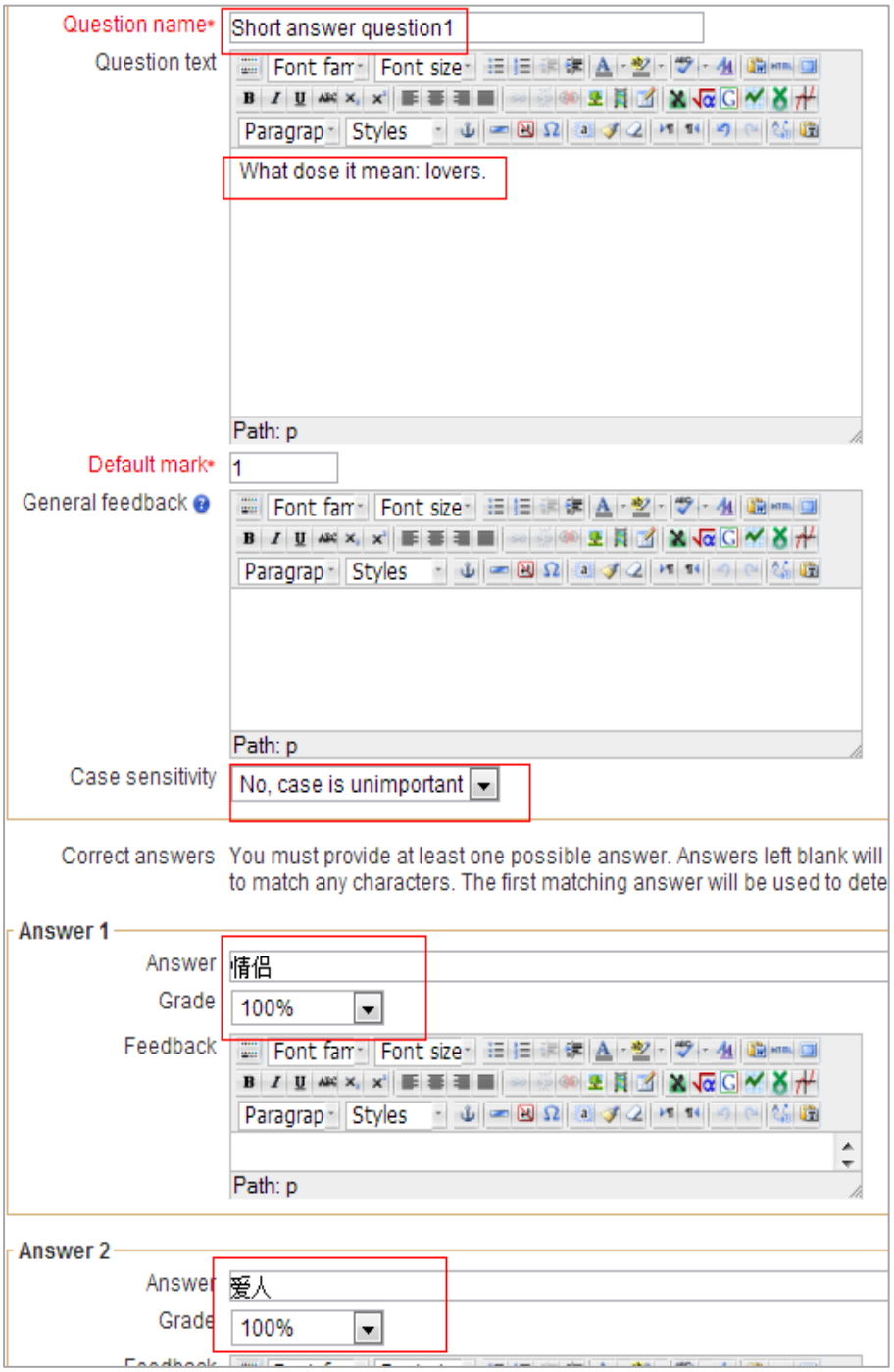
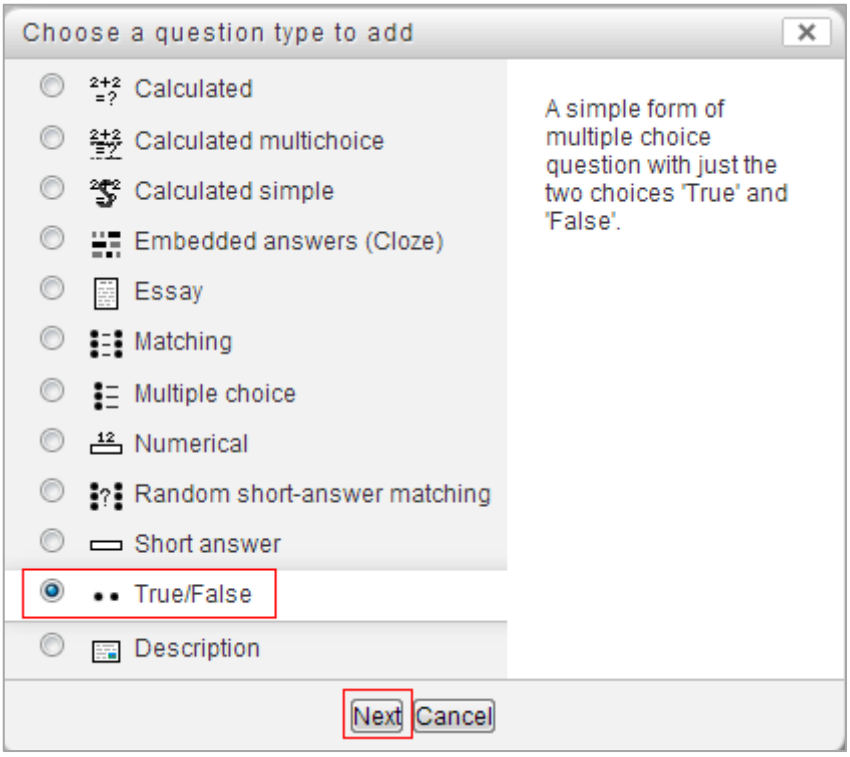
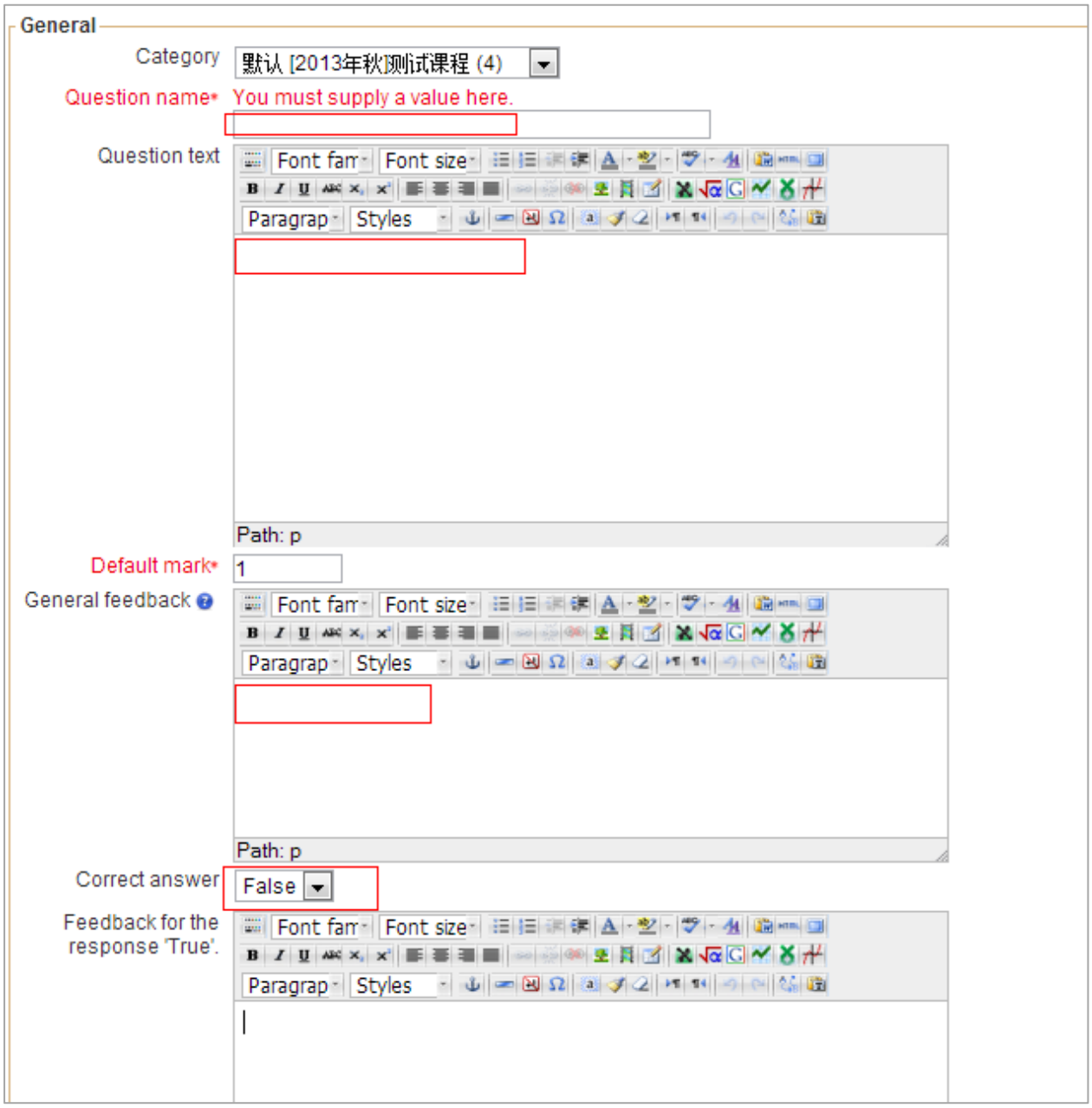


6.4.6.c True/False

- After clicking to create a new question, in the box, choose “True/False”, and then click “Next”.

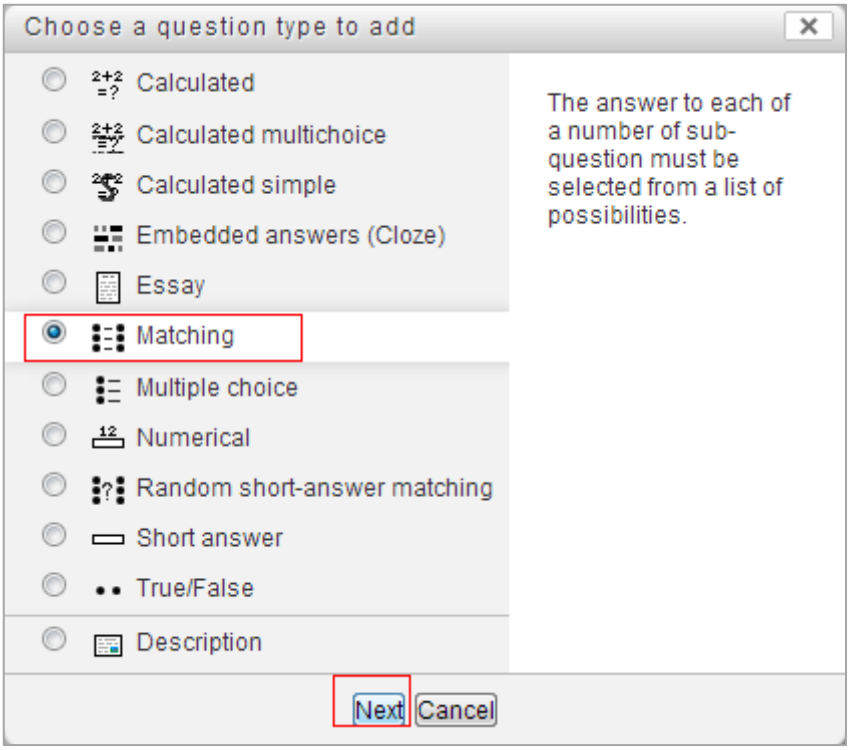


- Fill in the question name and text, set the correct answer and feedback. Click “Save changes”.

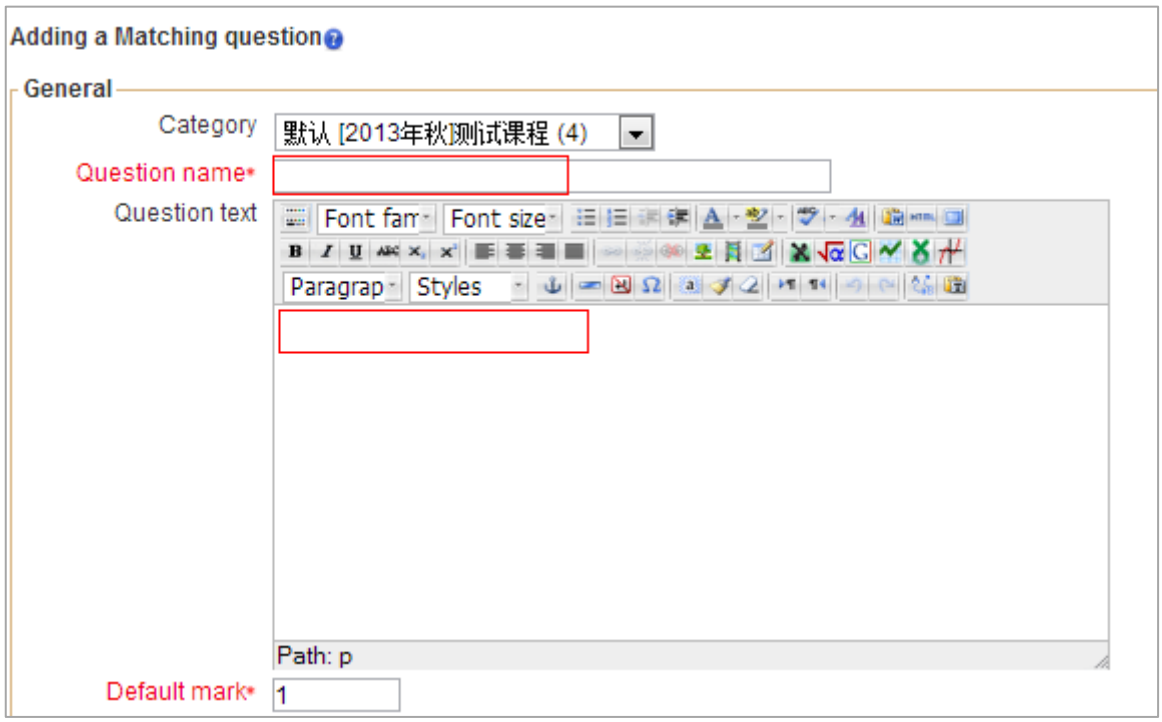


6.4.6.d Matching

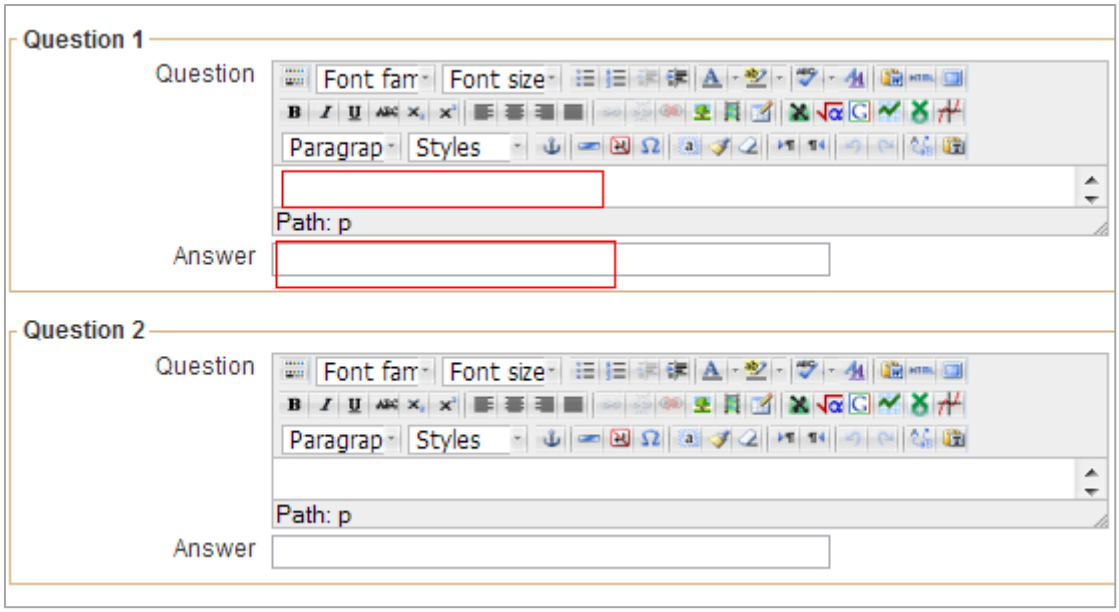
- After clicking to create a new question, in the box, choose “Matching”, and then click “Next”.



- Fill in the question name, text and default mark.

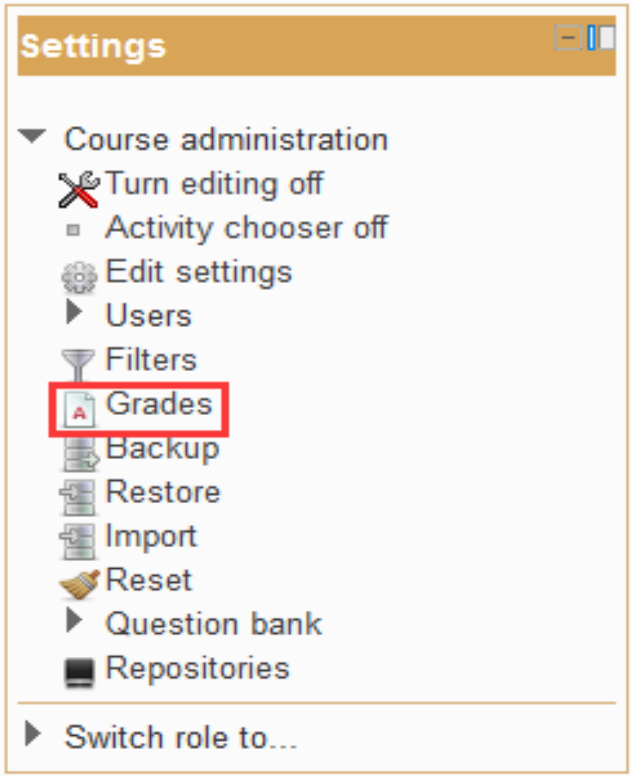


- Setting the questions and answers. Click “Save changes”.



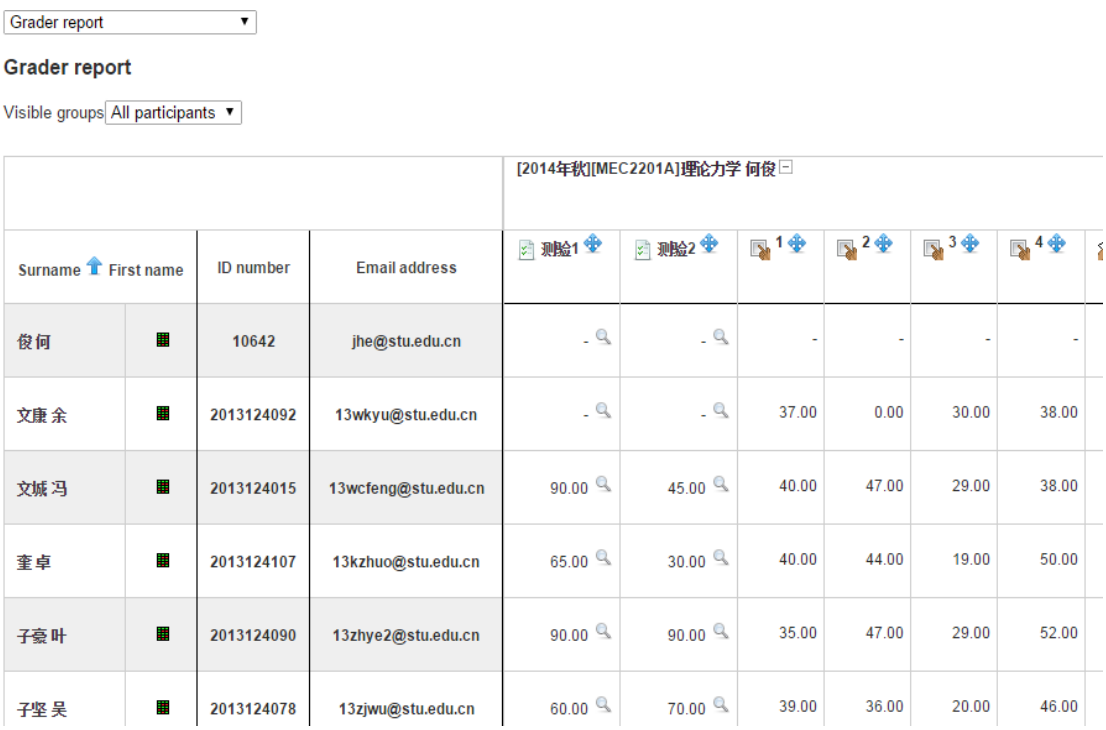
6.4.7 Grades

Enter the course, find the menu Settings->Course administration->Grades



6.4.7a Grades page

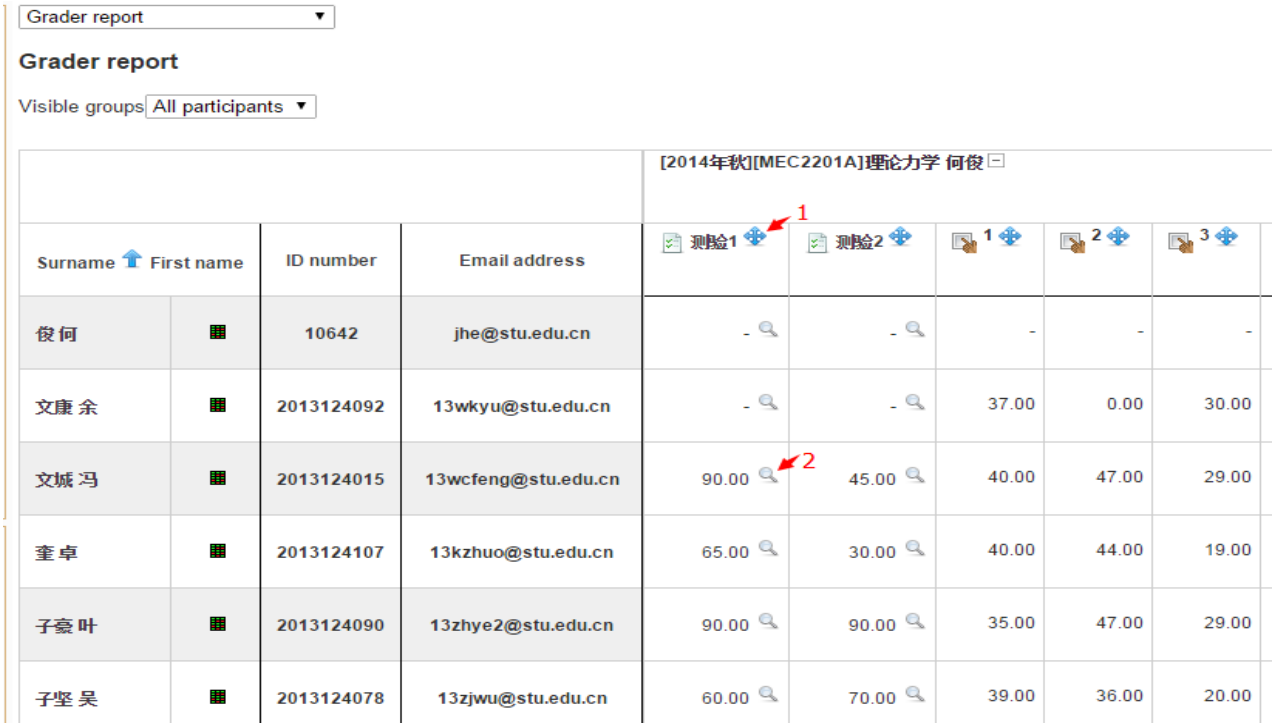
Enter the Grades page, teacher can see the grade report including all the courseware which need to be graded, such as homework, test and so on. Student's name, ID number, Email address, and the courseware score can be shown in the page.


Grader report
Grader report
Visible groups All participants
[2014年秋][MEC2201A]理论力学 何俊
Surname First name
ID number
Email address
测验1
测验2
1
2
3
4
何俊 10642 jhe@stu.edu.cn - - - - - -
余康文 2013124092 13wkyu@stu.edu.cn - - 37.00 0.00 30.00 38.00
冯城文 2013124015 13wcfeng@stu.edu.cn 90.00 45.00 40.00 47.00 29.00 38.00
卓奎 2013124107 13kzhuo@stu.edu.cn 65.00 30.00 40.00 44.00 19.00 50.00
叶子豪 2013124090 13zhye2@stu.edu.cn 90.00 90.00 35.00 47.00 29.00 52.00
吴子坚 2013124078 13zjwu@stu.edu.cn 60.00 70.00 39.00 36.00 20.00 46.00

Sort function & Check test paper

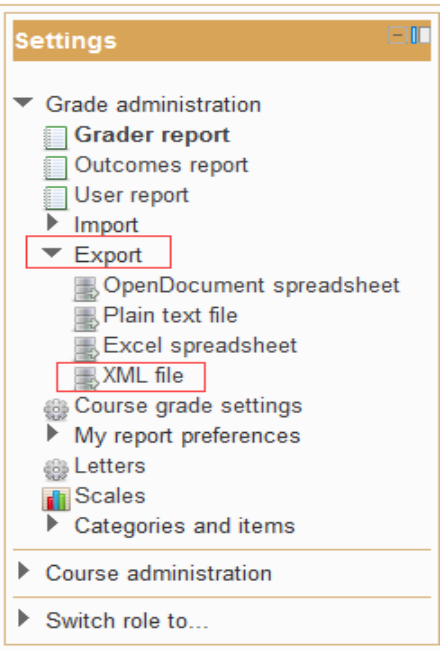
1.To get all the students sequenced according to their grades (ascending /descending order), teacher can click .

2.To check one student's test paper, teacher can click behind his/her grade.

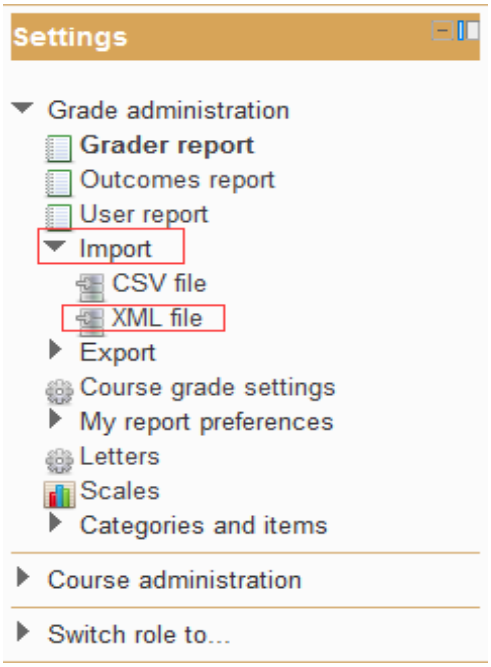


6.4.7b Export & Import

Grade report can be exported, and the export format commonly used Excel spreadsheets or XML file.



Take the exported grade report (XML file) as a template, and entry the local grade report to it. So that the teacher can import his/her local grade report to Moodle by using the Import function.

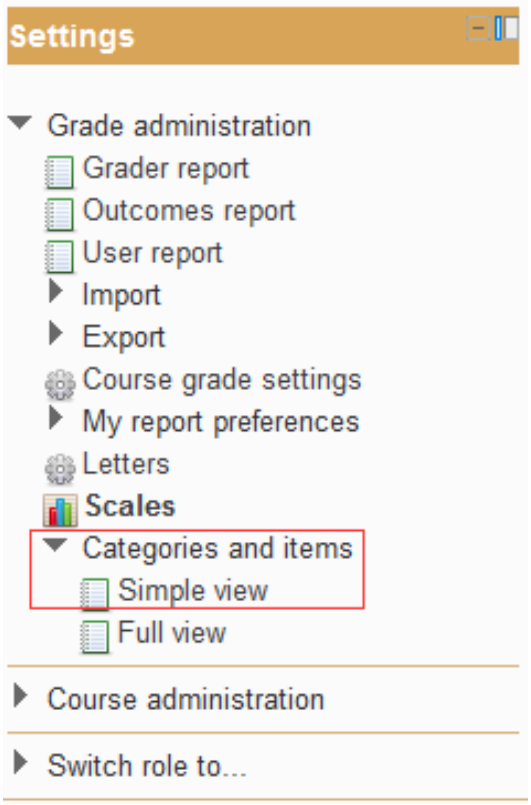


6.4.7c Custom Grade report

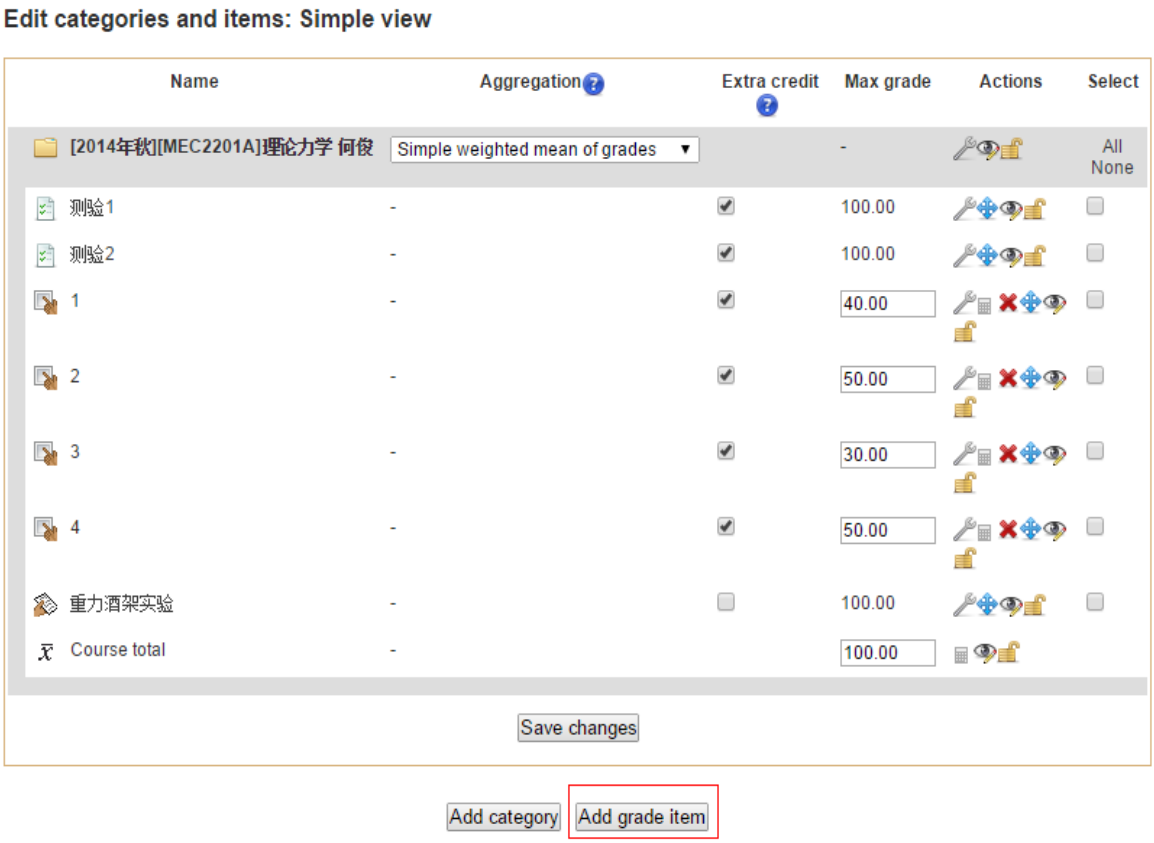
Add grade item and make a custom grade report: add some common items such as regular grades and final examination, make a custom grade report which can be downloaded by teacher.

Teacher can do it by this way:

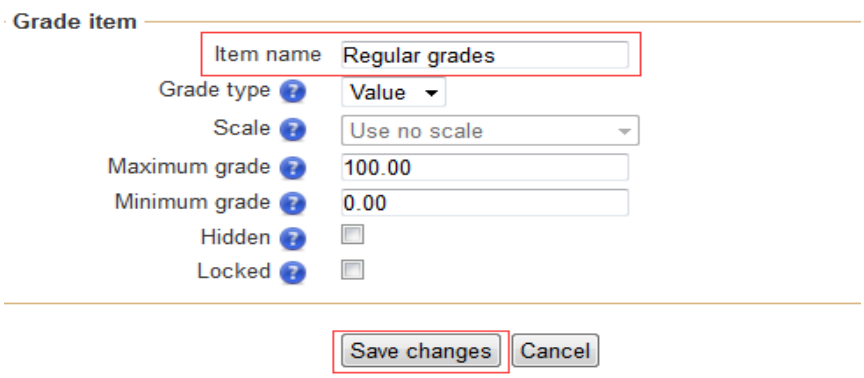
1.Click “Categories and items”, and then click “Simple view”



2.Click "Add grade item":

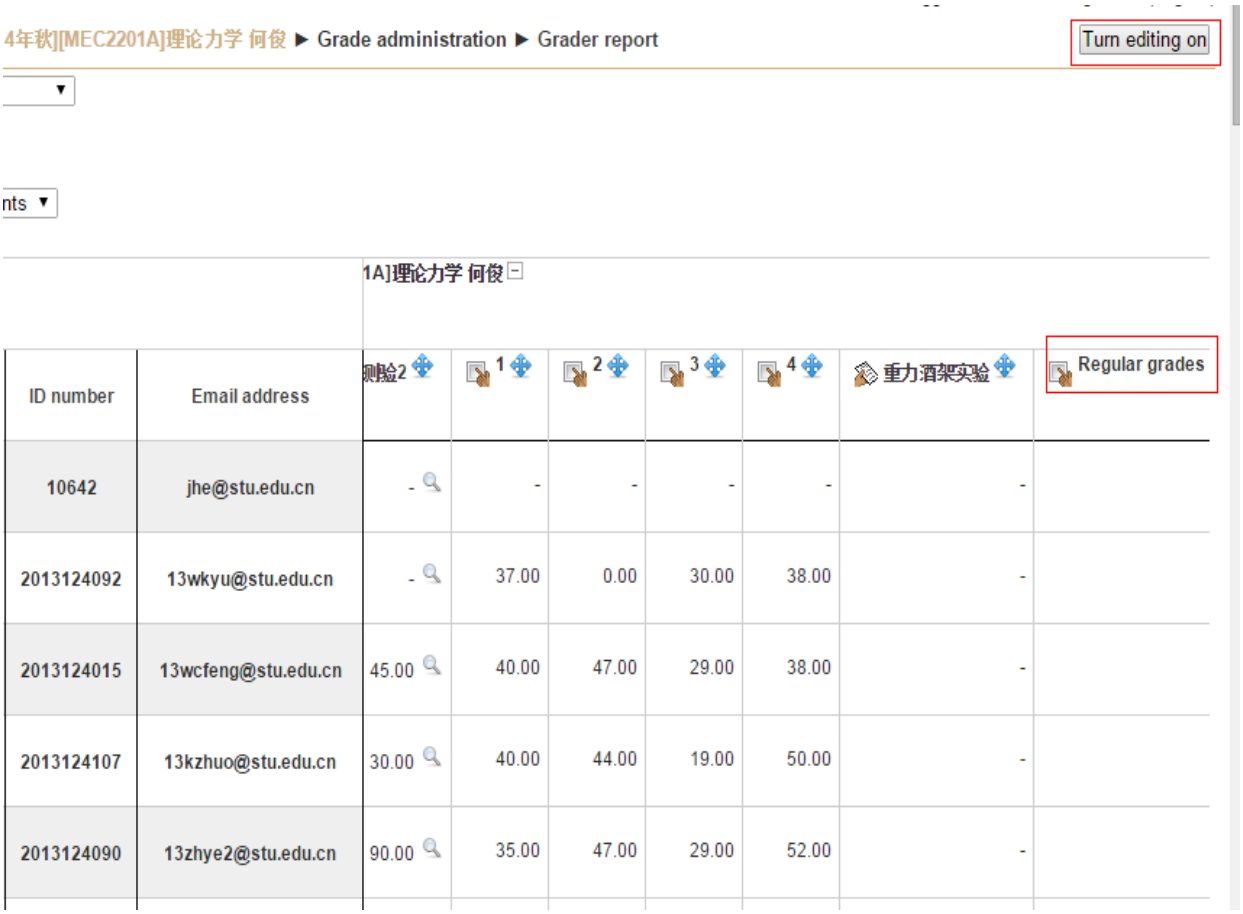


3.Enter the item name, and then click "Save changes".



So that a new item named "Regular grades" can be shown in the grade report. Teacher can download this template and edit it in local PC.

Also, teacher can click “Turn editing on” at top right, and then manual input the grade.

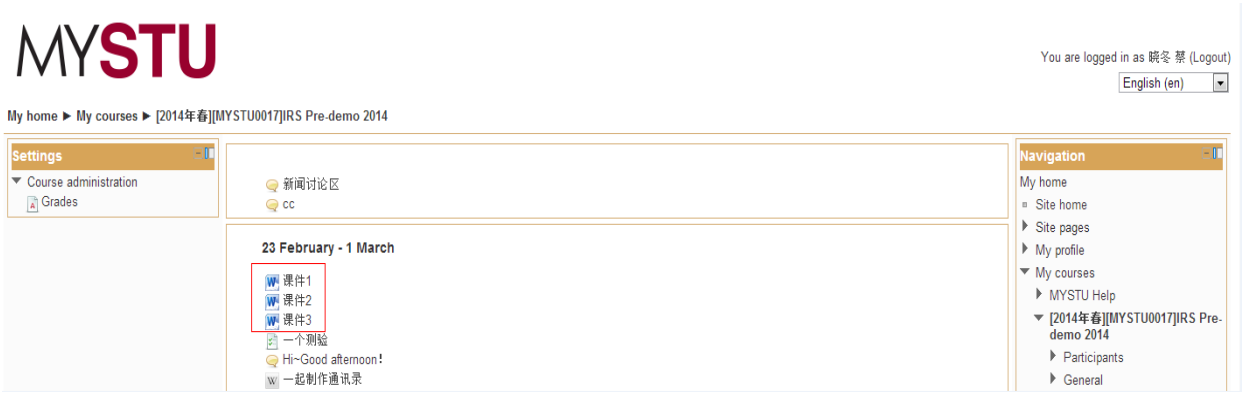


7. My course -For students

7.1 Enter Course Material

In MYSTU homepage, choose and click one specified course on the left-hand menu, and then click “Course Material” or click the course name in big size, which leads you to the Moodle of your course.

Now you are in the Moodle of your course, you can see the teacher's uploading files here.

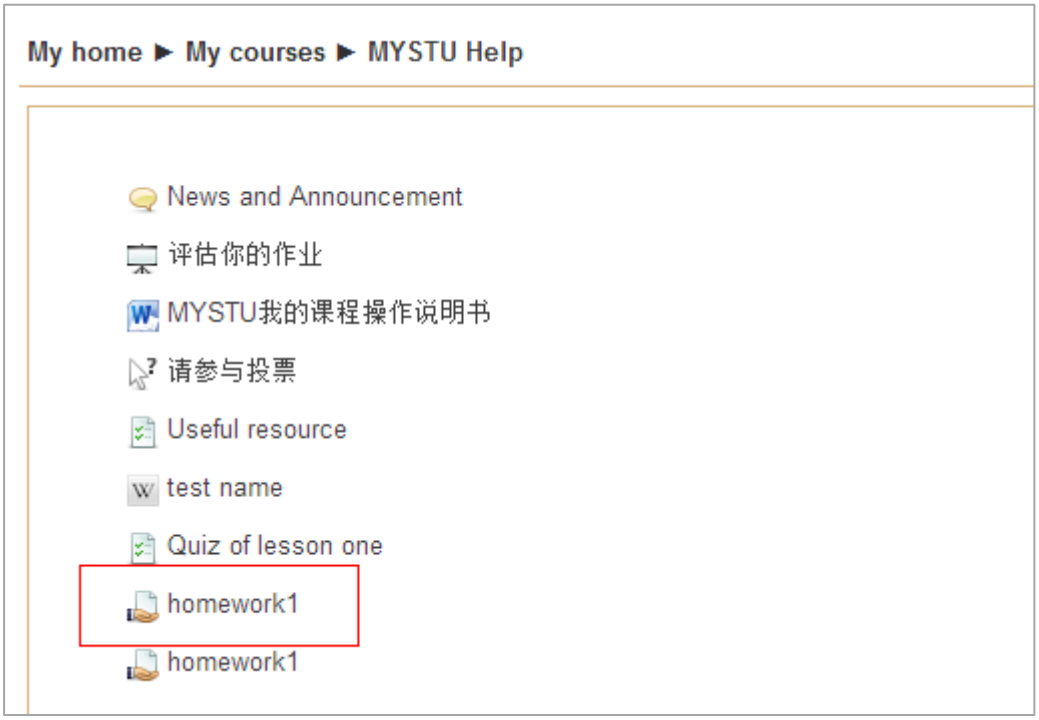


7.2 Download files

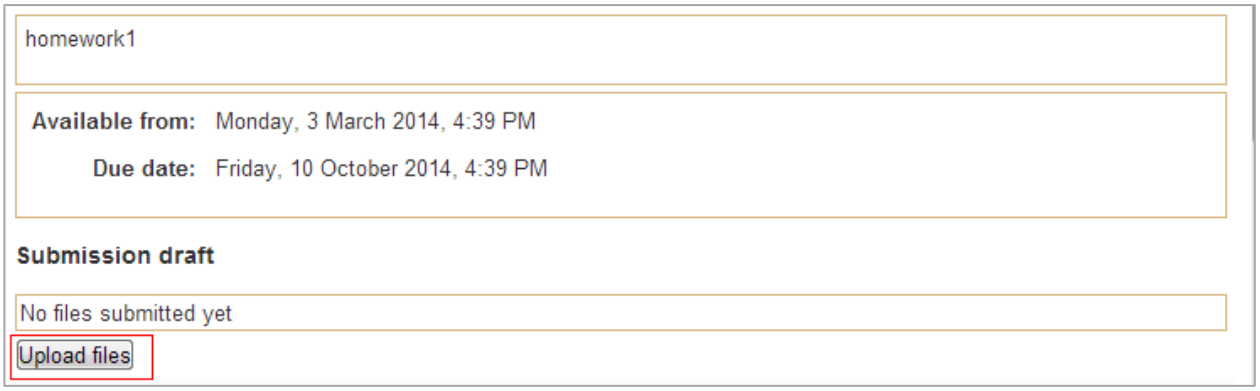
- In Moodle, click the files which the teacher uploaded, or click it and choose "save as" , then the files can be download to local.

7.3 Doing assignments

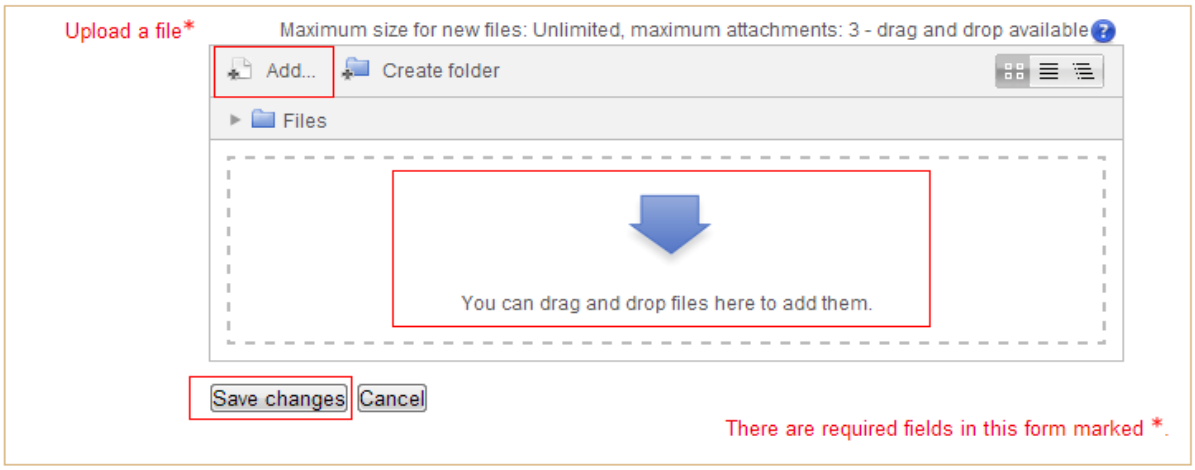
- Enter the course click the assignments.

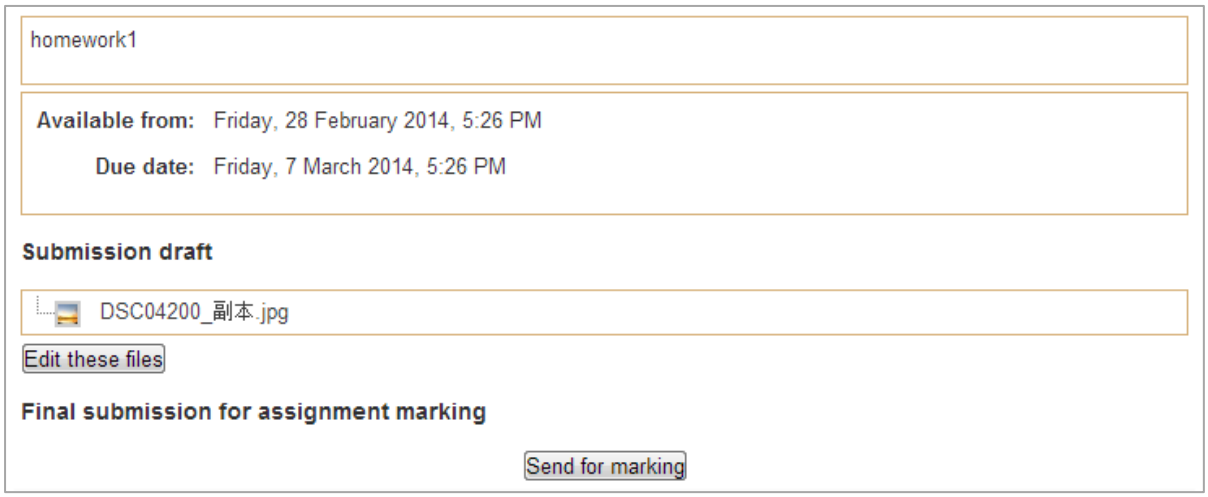


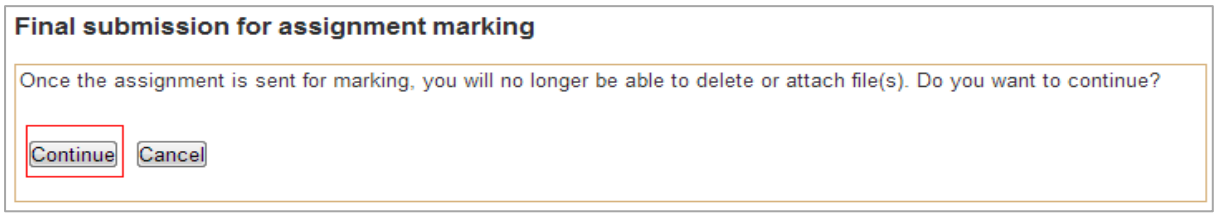
- Click “Upload files” button to upload your homework:


homework1
Available from: Monday, 3 March 2014, 4:39 PM
Due date: Friday, 10 October 2014, 4:39 PM
Submission draft
No files submitted yet
Upload files

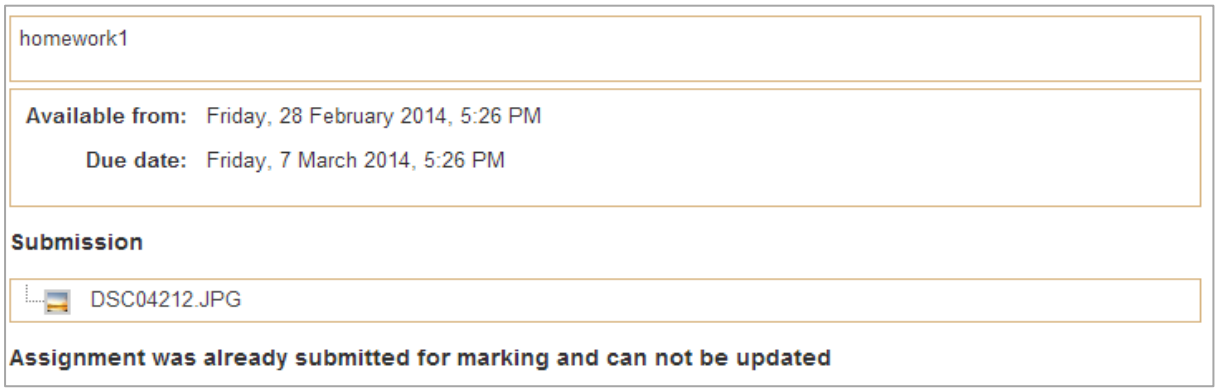
- Click “Add” button to upload your files, and then click “Save” ,“Send for marking”, and “Continue”：


Upload a file*
Maximum size for new files: Unlimited, maximum attachments: 3 - drag and drop available
Add...
Create folder
Files
You can drag and drop files here to add them.
Save changes
Cancel
There are required fields in this form marked *.




Final submission for assignment marking
Once the assignment is sent for marking, you will no longer be able to delete or attach file(s). Do you want to continue?
Continue
Cancel

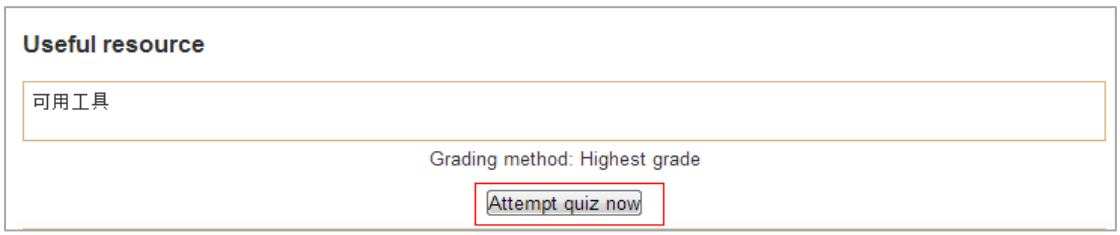
➢ Wait for teacher's marking.


homework1
Available from: Friday, 28 February 2014, 5:26 PM
Due date: Friday, 7 March 2014, 5:26 PM
Submission
DSC04212.JPG
Assignment was already submitted for marking and can not be updated

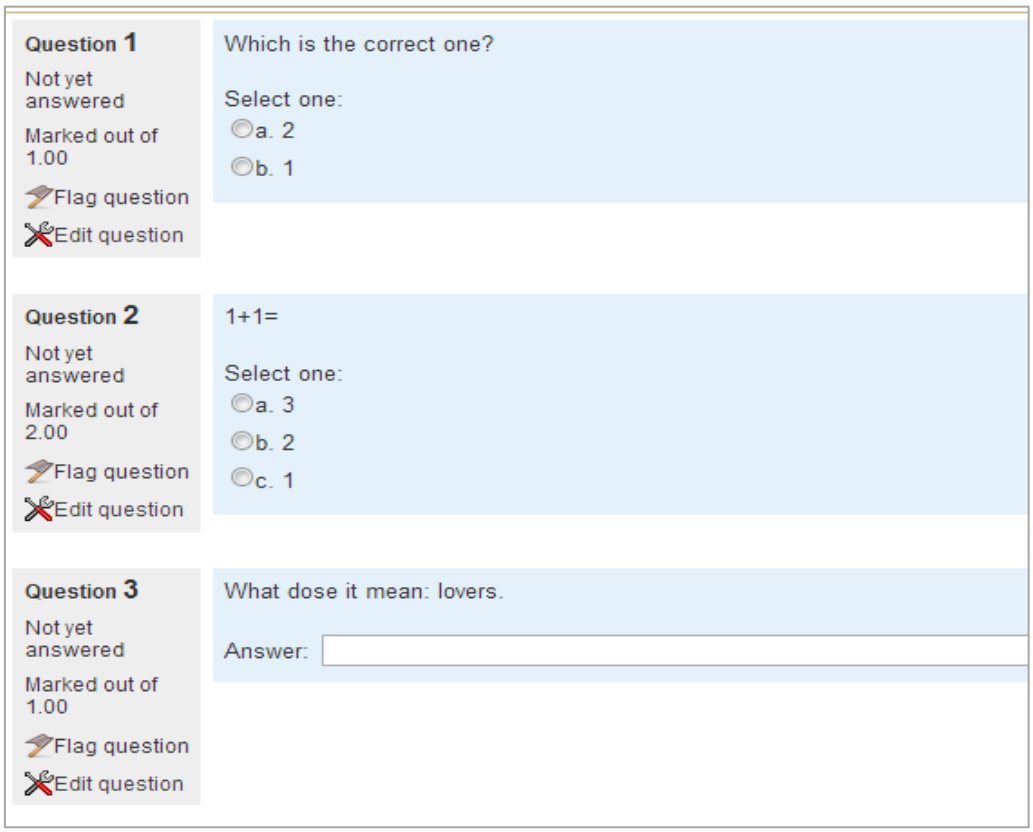
7.4 Online test

➢ Enter the course, click to join the test.

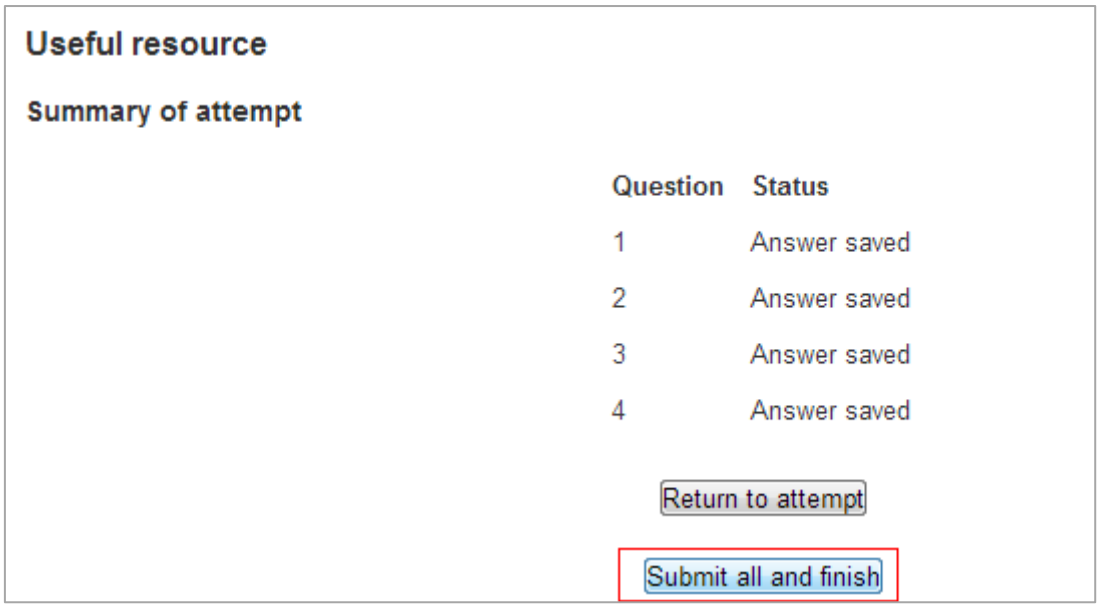
➢ Attempt the quiz and fill in the answers, and then click "next":



MYSTU User Manual



- Submit answers and the system will automatically give you scoring.



7.5 Read announcements

- Enter the course, in the "News and announcement forum" of the above , can see the latest notification from your teacher.